INSTEP Website

Administrator User Manual

Version: [1.0]

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Access to INSTEP Website 1

In this chapter you will learn how to access and login to INSTEP administration website.

Accessing INSTEP Administration Website

1. Open your web browser. E.g. Windows Internet Explorer.
2. Type your site URL. E.g. http://pww.instep.my and press enter. See figure 1.1.

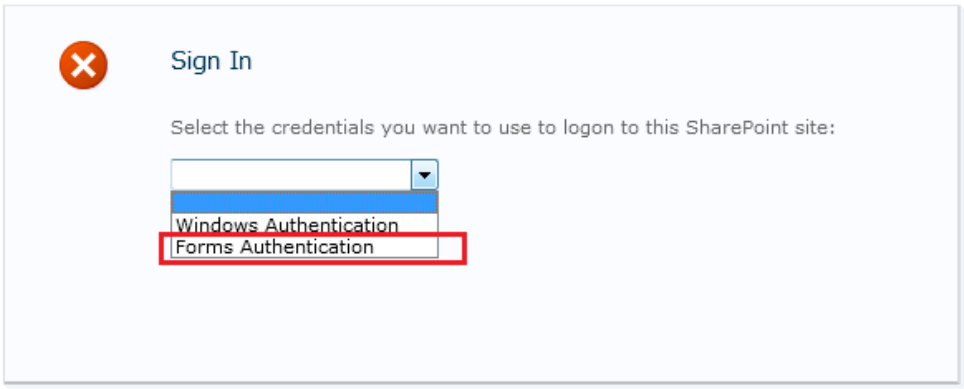
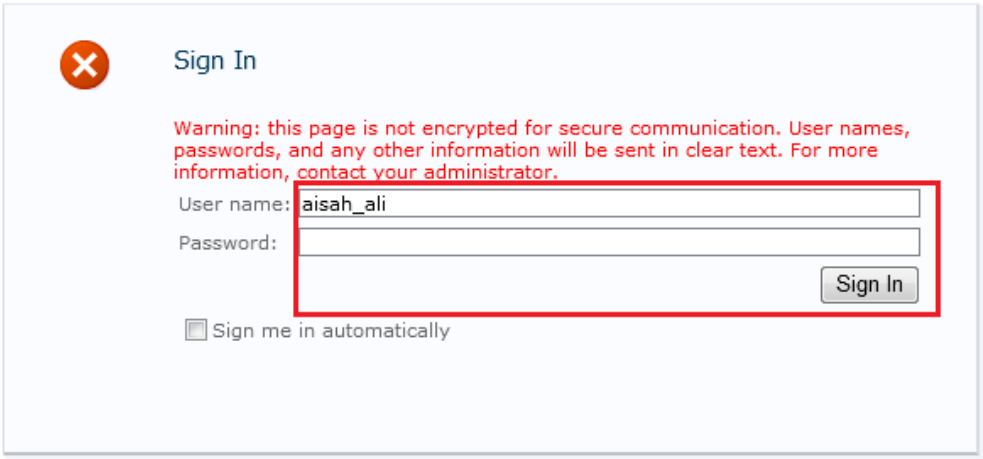

Sign In
Select the credentials you want to use to logon to this SharePoint site:
Windows Authentication
Forms Authentication

Figure 1-1

3. From the drop-down menu, select Forms Authentication. Another form will appear as below.


Sign In
Warning: this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.
User name:
aisah_ali
Password:
Sign In
Sign me in automatically

4. In the loaded form, in the User name column, type in your PETRONAS Outlook userId and in the Password column type in the password of the PETRONAS Outlook UserId.
5. Check Sign me in automatically checkbox if you wish the application to remember your login credential (not recommended for security purpose).
6. Hit Sign In button to continue.

7. INSTEP website for Administrator will be displayed. See figure below 1-2.

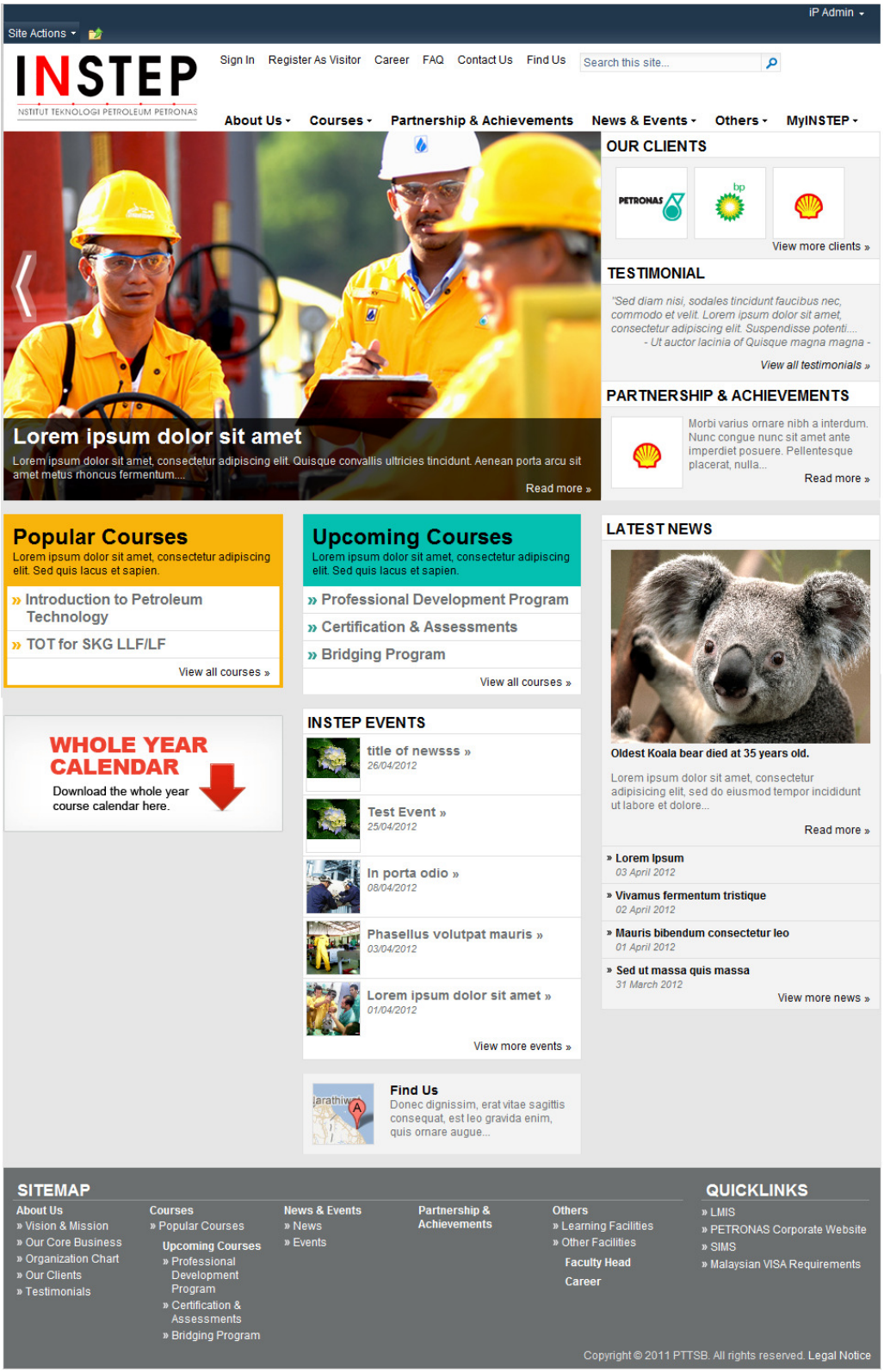

iP Admin
Site Actions
INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
Lorem ipsum dolor sit amet
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque convallis ultricies tincidunt. Aenean porta arcu sit amet metus rhoncus fermentum....
Read more »
OUR CLIENTS
View more clients »
TESTIMONIAL
"Sed diam nisi, sodales tincidunt faucibus nec, commodo et velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse potenti.... - Ut auctor lacinia of Quisque magna magna -
View all testimonials »
PARTNERSHIP & ACHIEVEMENTS
Morbi varius ornare nibh a interdum. Nunc congue nunc sit amet ante imperdiet posuere. Pellentesque placerat, nulla...
Read more »
Popular Courses
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed quis lacus et sapien.
» Introduction to Petroleum Technology
» TOT for SKG LLF/LF
View all courses »
Upcoming Courses
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed quis lacus et sapien.
» Professional Development Program
» Certification & Assessments
» Bridging Program
View all courses »
LATEST NEWS
Oldest Koala bear died at 35 years old.
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore...
Read more »
» Lorem Ipsum 03 April 2012
» Vivamus fermentum tristique 02 April 2012
» Mauris bibendum consectetur leo 01 April 2012
» Sed ut massa quis massa 31 March 2012
View more news »
WHOLE YEAR CALENDAR
Download the whole year course calendar here.
INSTEP EVENTS
title of newsss » 26/04/2012
Test Event » 25/04/2012
In porta odio » 08/04/2012
Phasellus volutpat mauris » 03/04/2012
Lorem ipsum dolor sit amet » 01/04/2012
View more events »
Find Us
Donec dignissim, erat vitae sagittis consequat, est leo gravida enim, quis ornare augue...
SITEMAP
About Us
» Vision & Mission
» Our Core Business
» Organization Chart
» Our Clients
» Testimonials
Courses
» Popular Courses
Upcoming Courses
» Professional Development Program
» Certification & Assessments
» Bridging Program
News & Events
» News
» Events
Partnership & Achievements
Others
» Learning Facilities
» Other Facilities
Faculty Head
Career
QUICKLINKS
» LMIS
» PETRONAS Corporate Website
» SIMS
» Malaysian VISA Requirements
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Figure 1-2 Landing Page – Administrator View

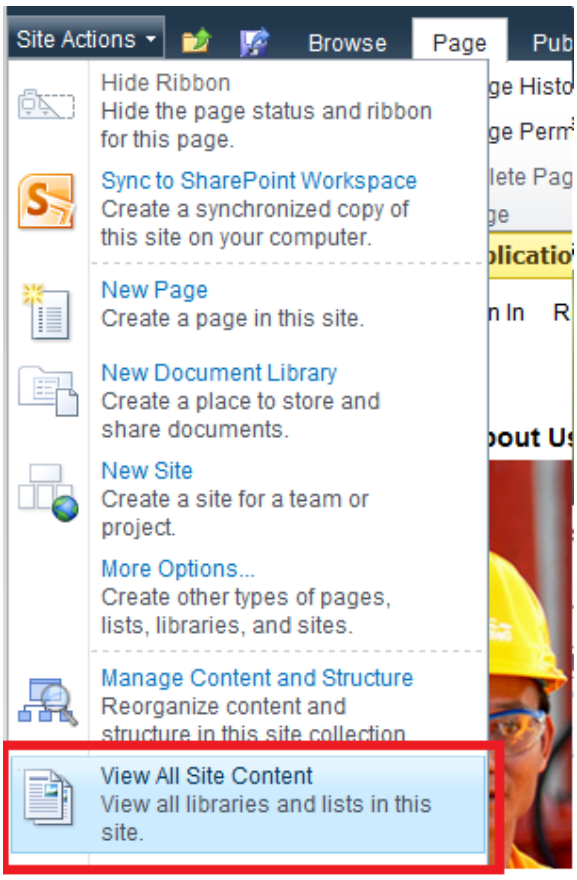
Images sizes

Highlight images (654 px by 404 px)
News section - the maximum image width to upload is 490px
Our Clients (127px by 127px)
Events (127px by 127px)
Technical Centre Rollup Image (127px by 127px)
Faculty Head and Trainers (93px × 118px)

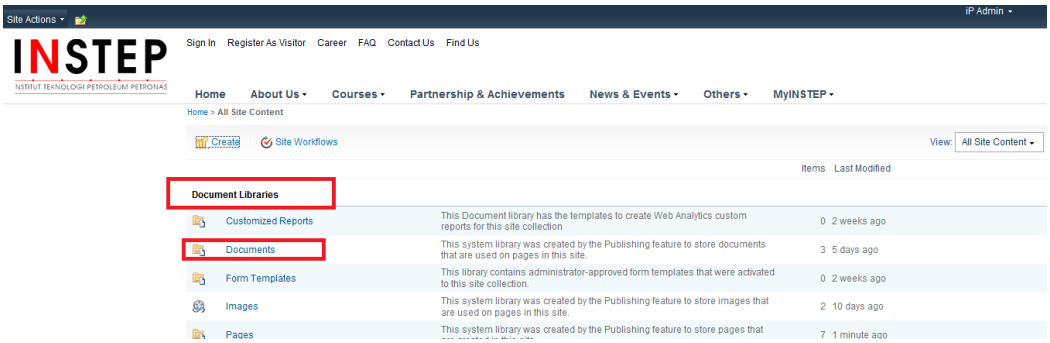
Uploading Document to Document Libraries

This module will be used to upload document to the SharePoint 2010 Document Library. Almost all document upload function will follow the same method.

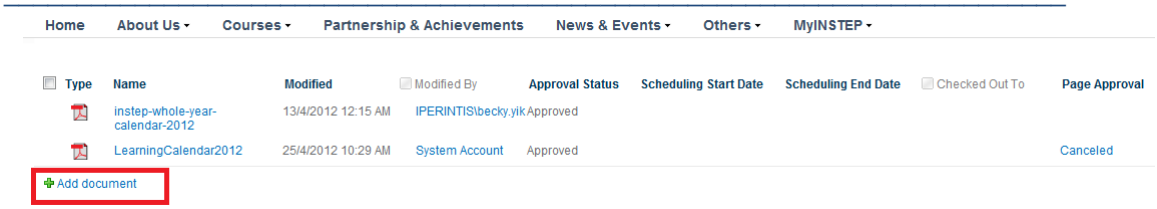
1. Click on the Site Actions and then click on the View All Site Content.


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

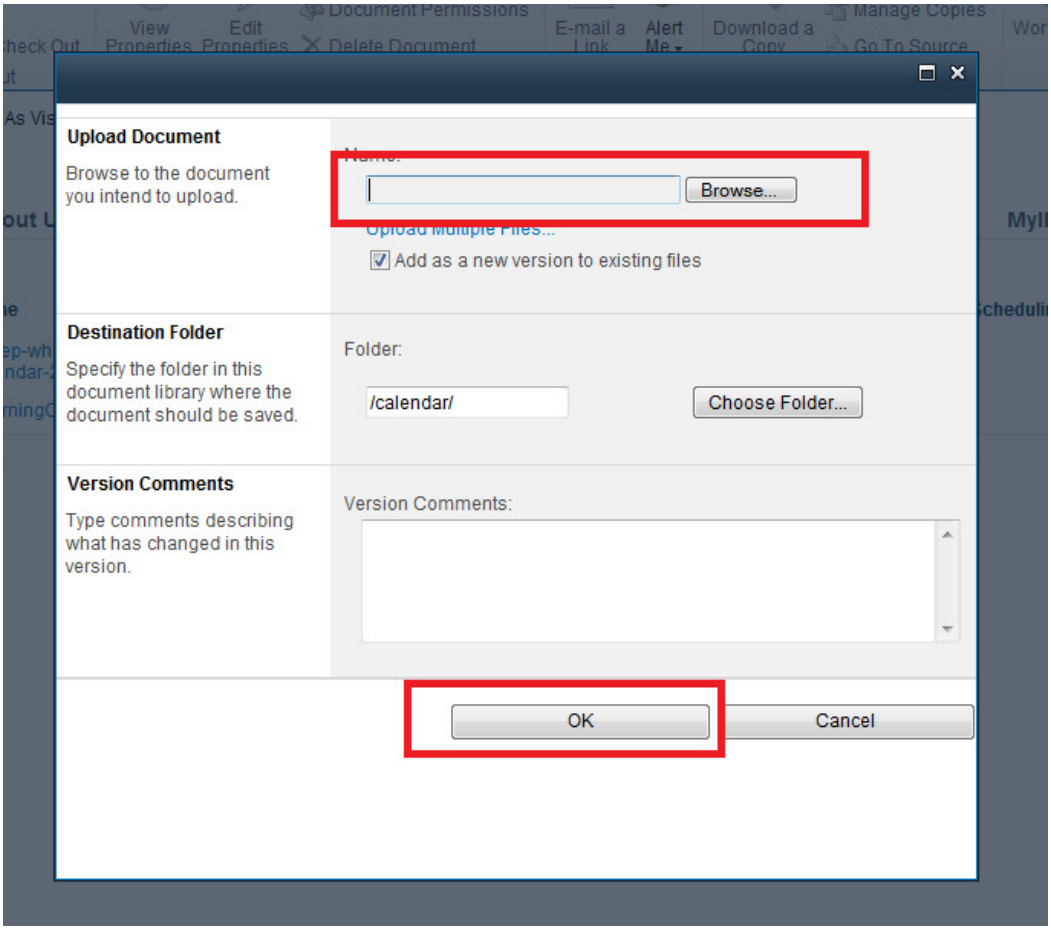
2. At the All Site Content page, look under Document Libraries and click on the Documents link.


Site Actions
iP Admin
INSTEP
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Home
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
Home > All Site Content
Create
Site Workflows
View: All Site Content
Items
Last Modified
Document Libraries
Customized Reports
This Document library has the templates to create Web Analytics custom reports for this site collection
0 2 weeks ago
Documents
This system library was created by the Publishing feature to store documents that are used on pages in this site.
3 5 days ago
Form Templates
This library contains administrator-approved form templates that were activated to this site collection.
0 2 weeks ago
Images
This system library was created by the Publishing feature to store images that are used on pages in this site.
2 10 days ago
Pages
This system library was created by the Publishing feature to store pages that
7 1 minute ago

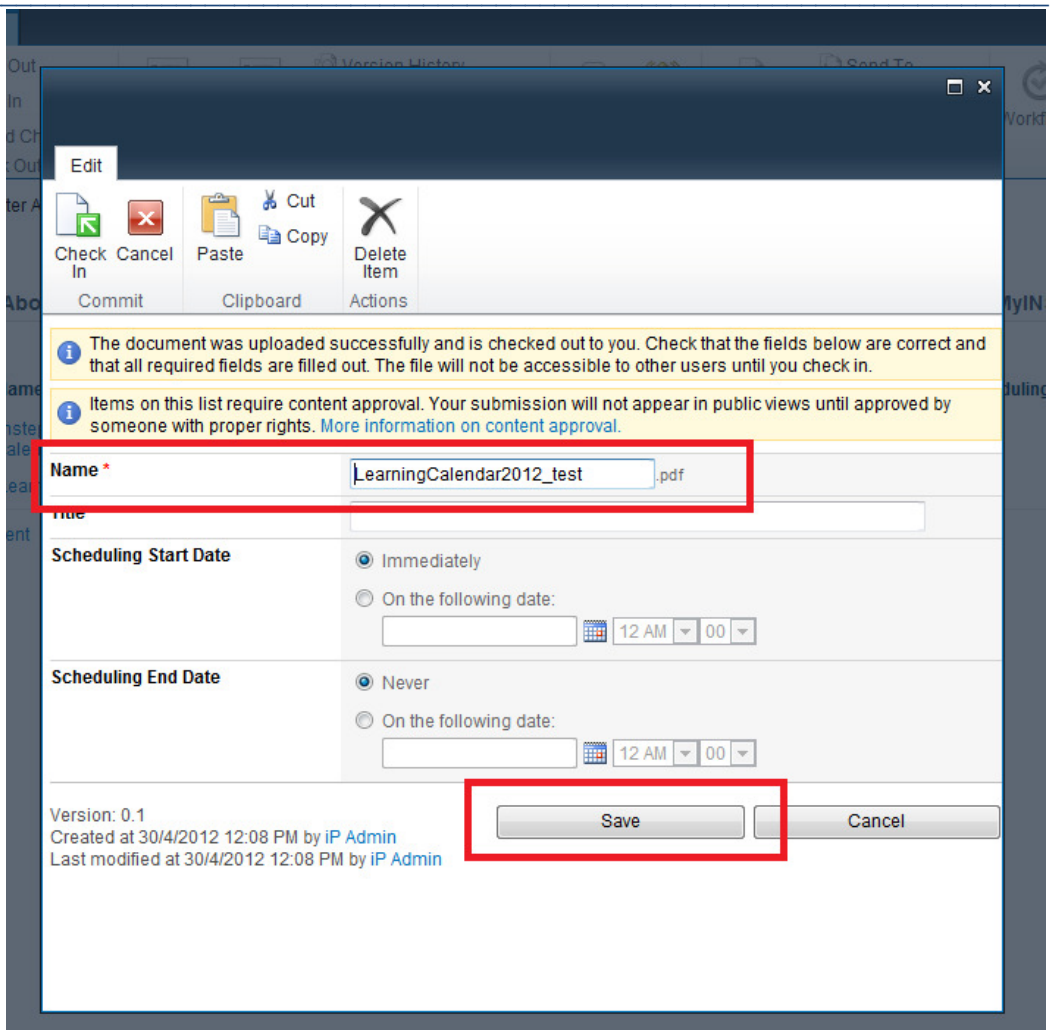
3. Click on Add document link to add new document file.



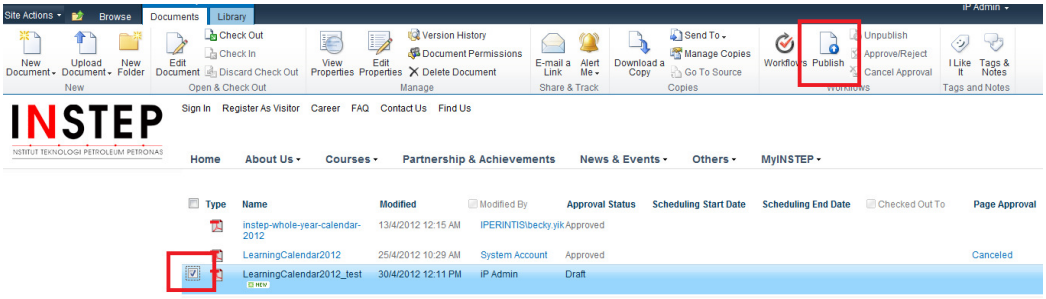
4. At the Upload Document modal popup, click Browse button to browse for the file to be uploaded. And then, click OK button once done. User may add Version Comments but it is not compulsory.



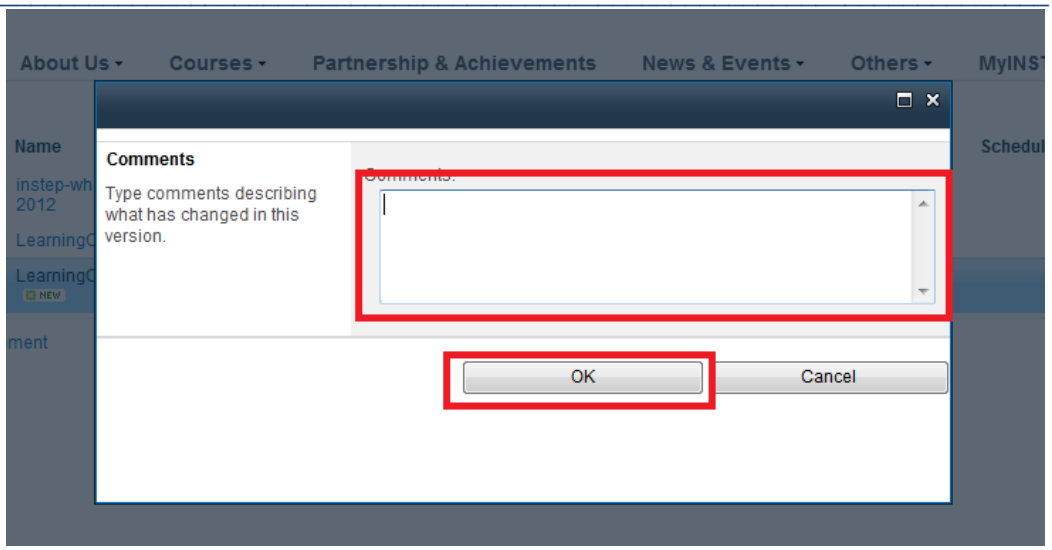
5. On the upload confirmation page, user may change the Name of the file or leave it as it is. If the filename already exist in the application, it will be replaced with this file user uploaded. Then, click Save button to save the file to the application.


Edit
Check In
Cancel
Paste
Cut
Copy
Delete Item
Commit
Clipboard
Actions
The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.
Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval.
Name *
LearningCalendar2012_test
.pdf
Scheduling Start Date
Immediately
On the following date:
12 AM
00
Scheduling End Date
Never
On the following date:
12 AM
00
Version: 0.1
Created at 30/4/2012 12:08 PM by iP Admin
Last modified at 30/4/2012 12:08 PM by iP Admin
Save
Cancel

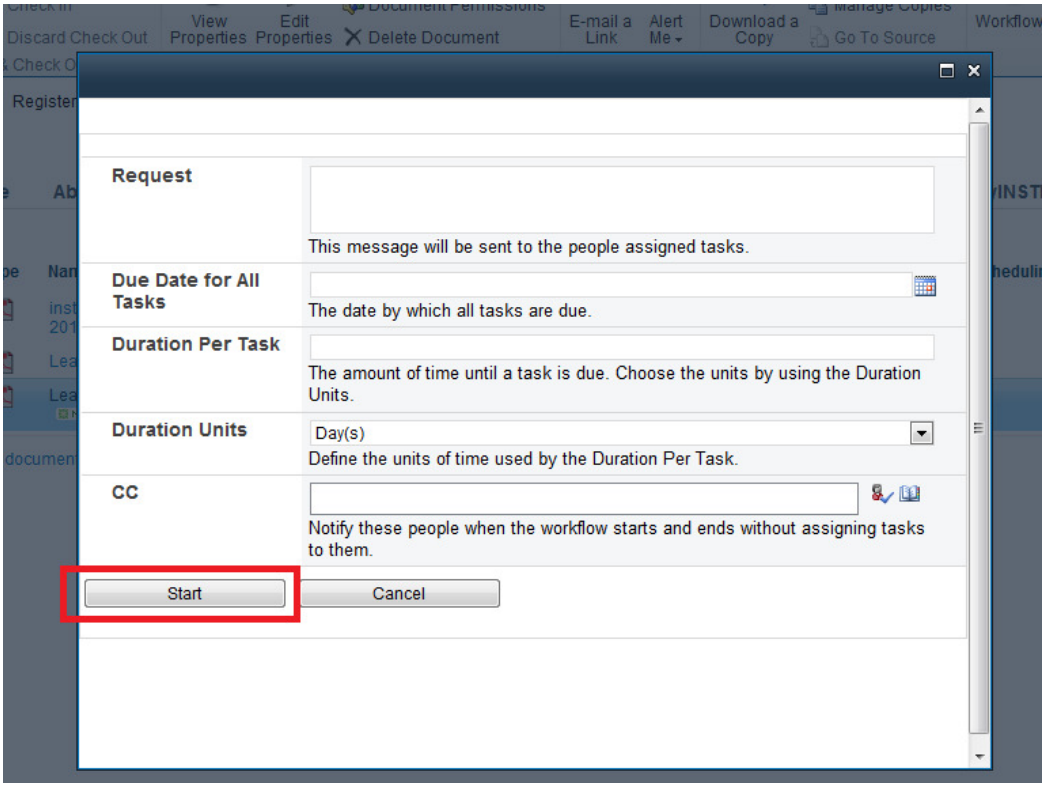
6. Once the file has been saved, the Document list re-appear. User may see the newly uploaded file appear within the list with status “draft” and “New” icon will appear next to the filename. Next, user may tick the check box next to the newly uploaded file and click on Publish button at the top Ribbon to publish the file to the public user.



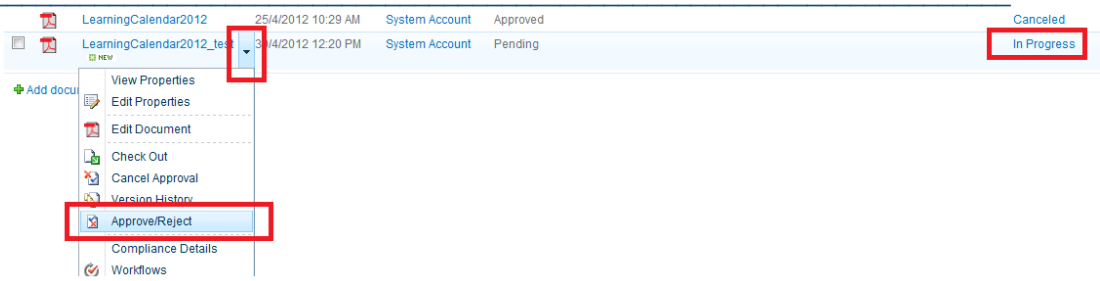
7. At the publish confirmation window, user may enter comments or leave it blank. Then click on OK button to proceed with publishing the newly uploaded file.



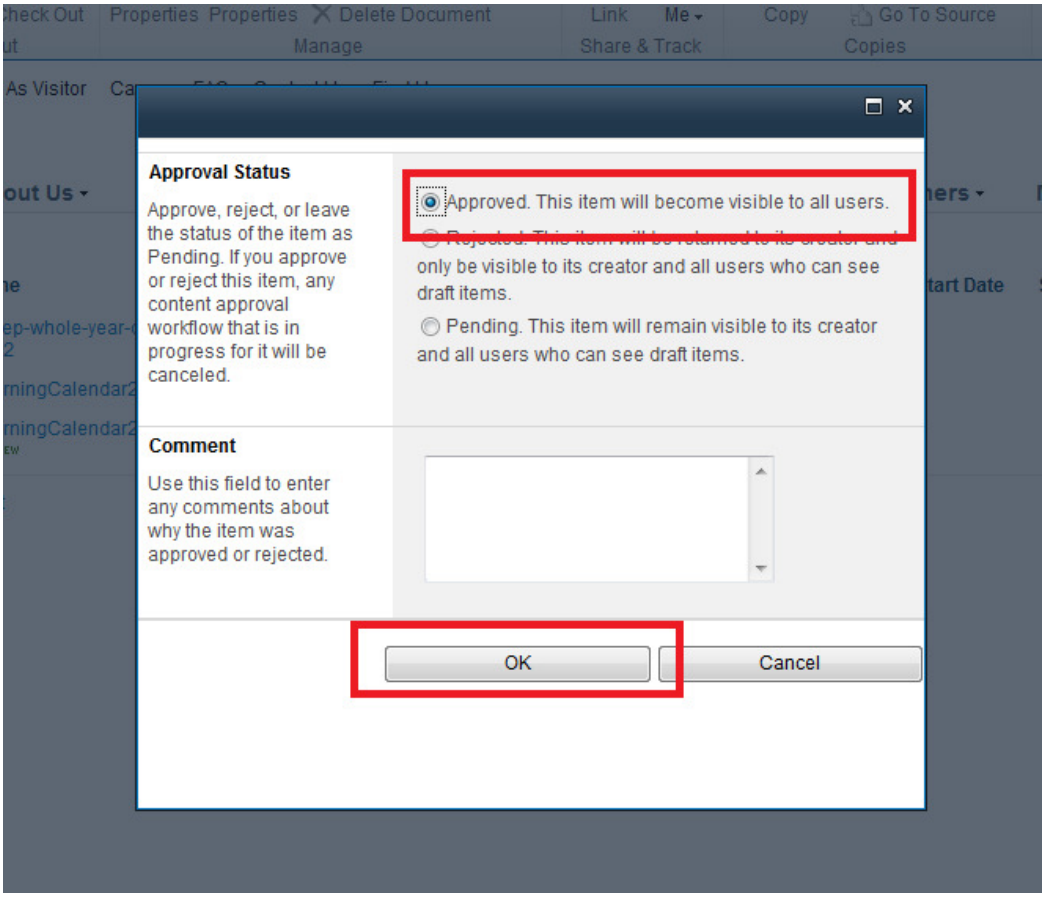
8. After that, a workflow modal popup will appear. This is standard SharePoint 2010 feature for document library. Click Start button on the popup.


Discard Check Out
View Properties
Edit Properties
Delete Document
E-mail a Link
Alert Me
Download a Copy
Go To Source
Request
This message will be sent to the people assigned tasks.
Due Date for All Tasks
The date by which all tasks are due.
Duration Per Task
The amount of time until a task is due. Choose the units by using the Duration Units.
Duration Units
Day(s)
Define the units of time used by the Duration Per Task.
CC
Notify these people when the workflow starts and ends without assigning tasks to them.
Start
Cancel

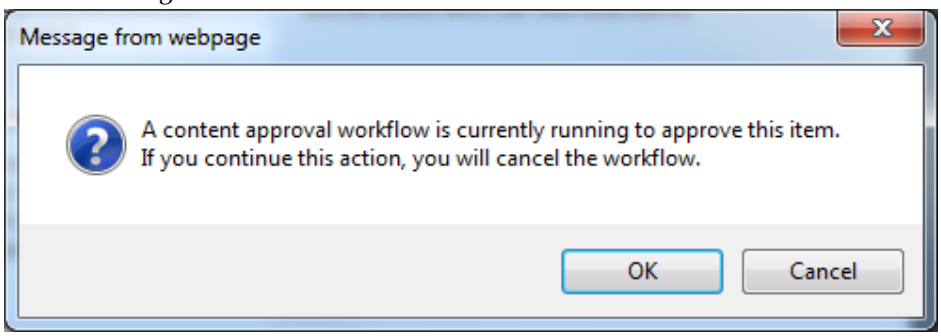
9. After the workflow process successfully executed, the document listing page will re-appear with the newly uploaded document's Page Approval is set to In Progress status. Then, depending on user's role (user must be inside Approvers role to perform this step. Please check on Manage Roles for more details), hover on the Name of the newly uploaded document and click on the small-down-arrow right beside the document Name. A context menu will appear. Then, click on Approve/Reject button on the menu.



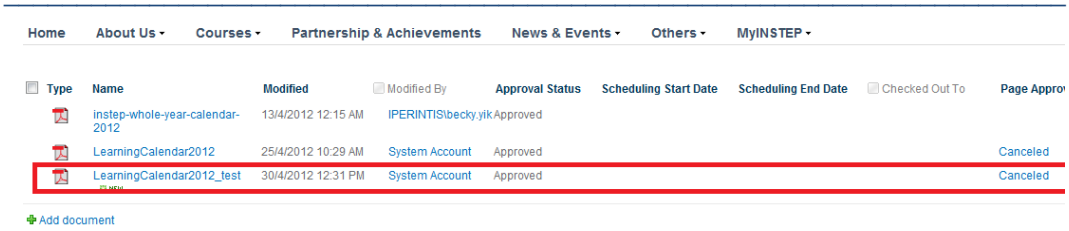
10. Another approval modal popup will appear. In this popup, select Approved radiobutton and the hit OK button to continue. User may enter comment or leave it blank.


Approval Status
Approve, reject, or leave the status of the item as Pending. If you approve or reject this item, any content approval workflow that is in progress for it will be canceled.
Approved. This item will become visible to all users.
only be visible to its creator and all users who can see draft items.
Pending. This item will remain visible to its creator and all users who can see draft items.
Comment
Use this field to enter any comments about why the item was approved or rejected.
OK
Cancel

11. After that, a message box may appear describing some workflow function. Hit OK button on this message box.


Message from webpage
A content approval workflow is currently running to approve this item.
If you continue this action, you will cancel the workflow.
OK
Cancel

12. The document libraries listing re-appear with the Page Approval status is set to Canceled and Approval Status is set to Approved. Upload document completed.

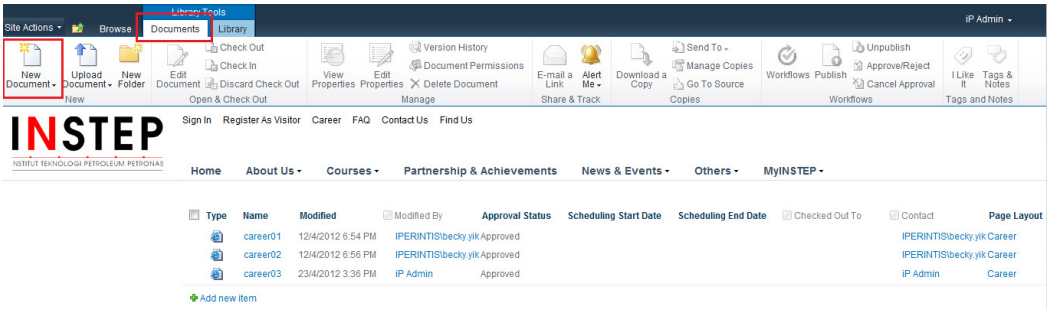


13. The newly uploaded document is now available to all users.

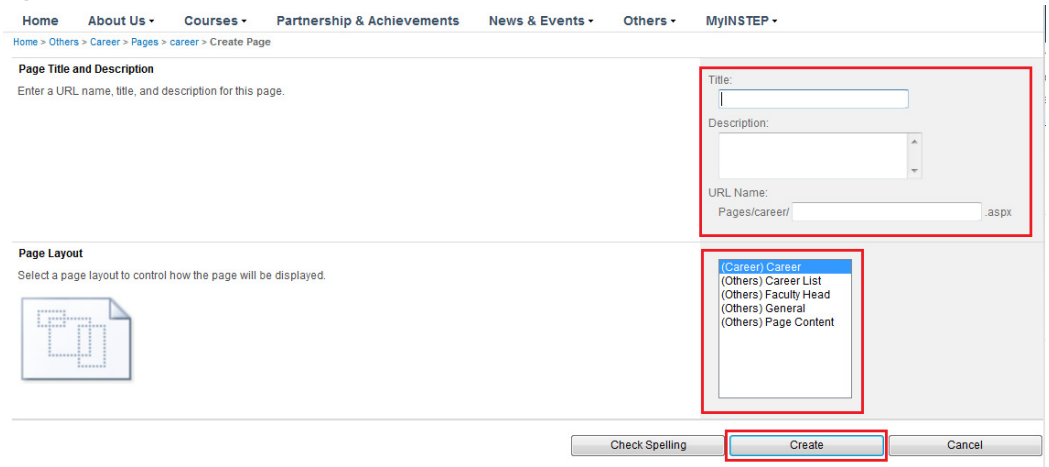
Adding New Page in Pages

This module is for administrators to add new pages to the site.

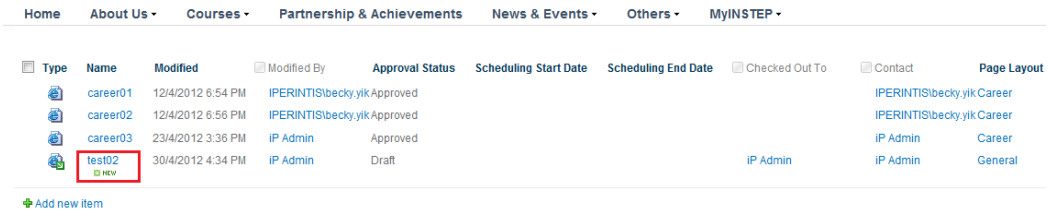
1. From the Pages list page, click on the Documents tab and then click on the New Document button.



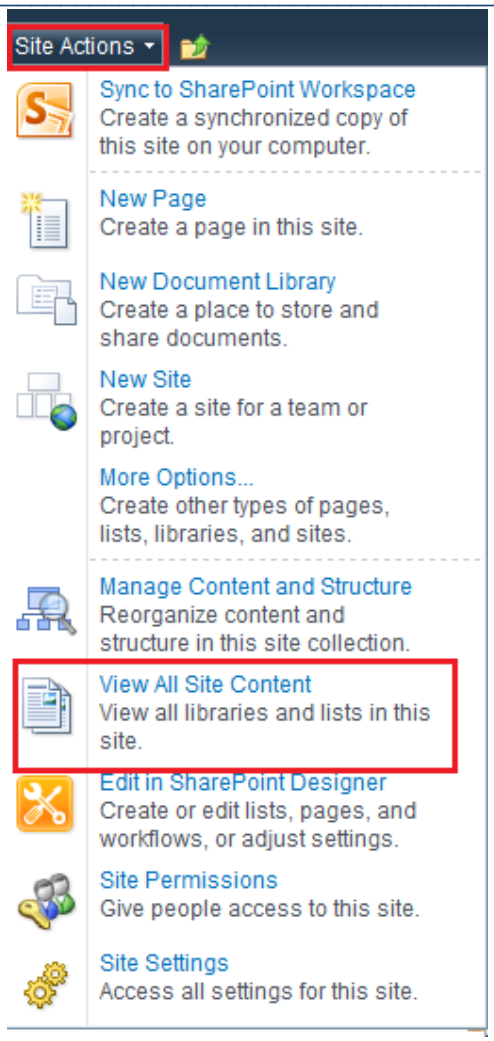
2. On New Document create page, users are required to fill in the page Title, Description and URL name fields. On Page Layout section, user are required to select appropriate page layout. Click Create button once done.



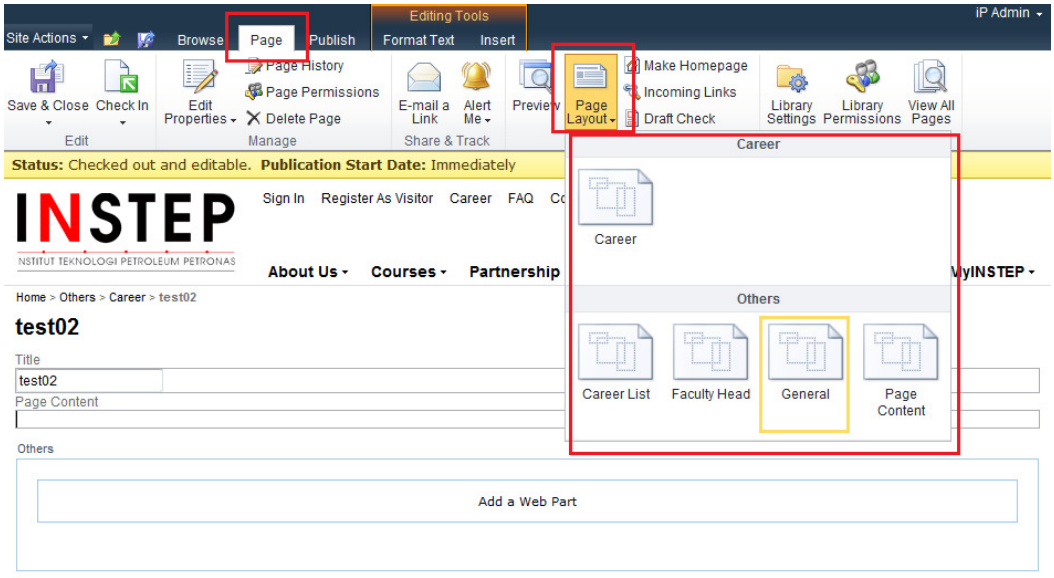
3. After creation is done, user may see the newly created page at the listing page with new icon appears beside the document name. Observe that the approval status is set to Draft. Click on the Name of the document.



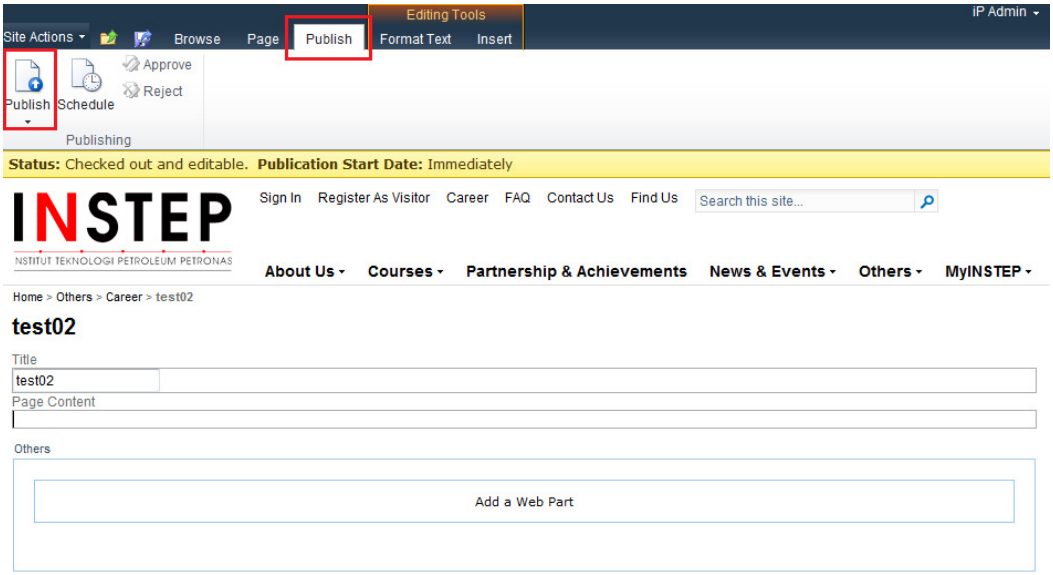
4. After the click, user will be redirected to the newly created page. Click on Site Actions and then click on the Edit Page button to start editing the newly created page.


Site Actions
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.

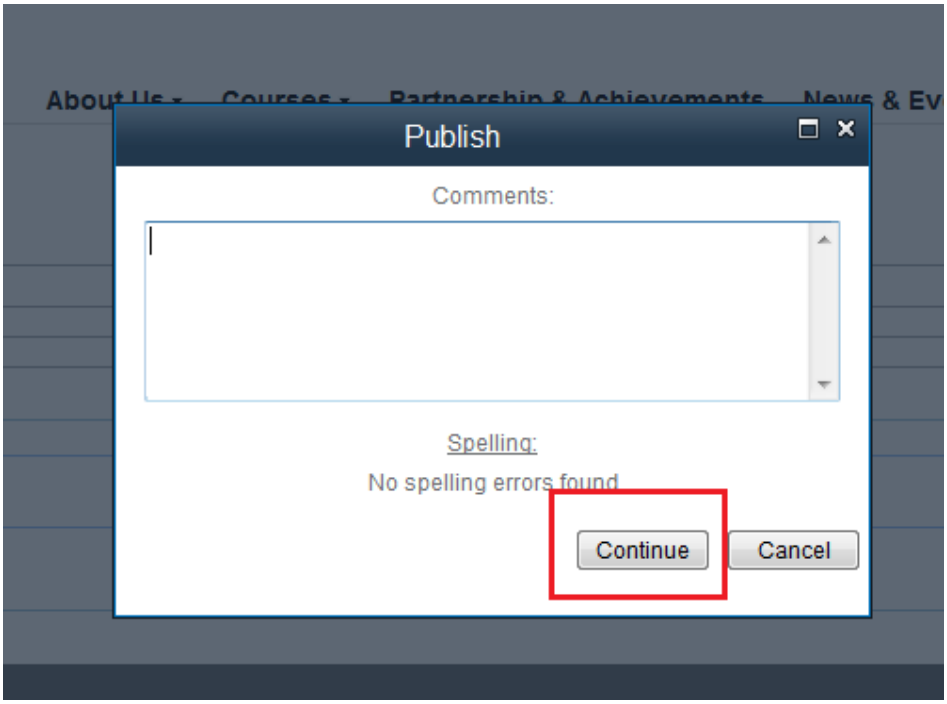
5. Users are now able to edit the content on the newly created page. To change the layout of the page, click on the Page tab and then click on Page Layout button. A list of page layouts will appear and user may select the layouts.



6. User also may edit the content by modifying contents in Page Content column.
7. After done with the edit, user may proceed to close or to publish the page. To publish, click on the Publish tab and then click on the Publish button.



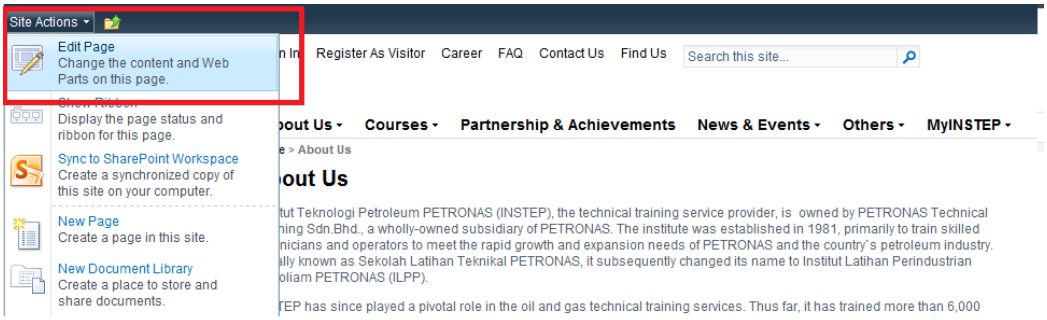
8. A publish modal popup will appear. User may enter comments or leave it blank. Click on Continue button to start publishing the page the public users.



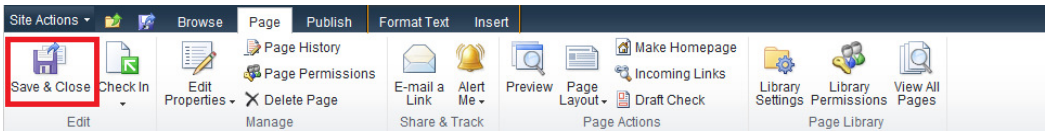
Editing Content Pages

This module will be used to update content on a page.

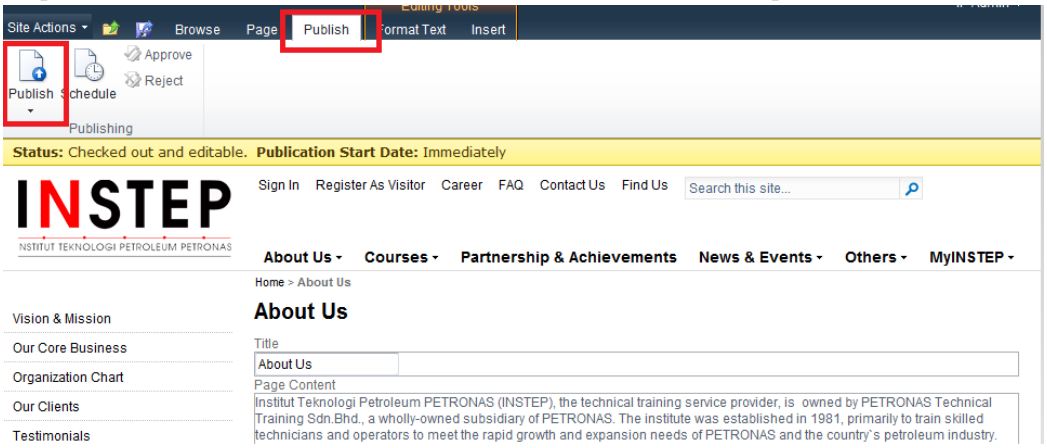
1. Go to pages thich need to be update and then click on Site Actions and then click on Edit Page.



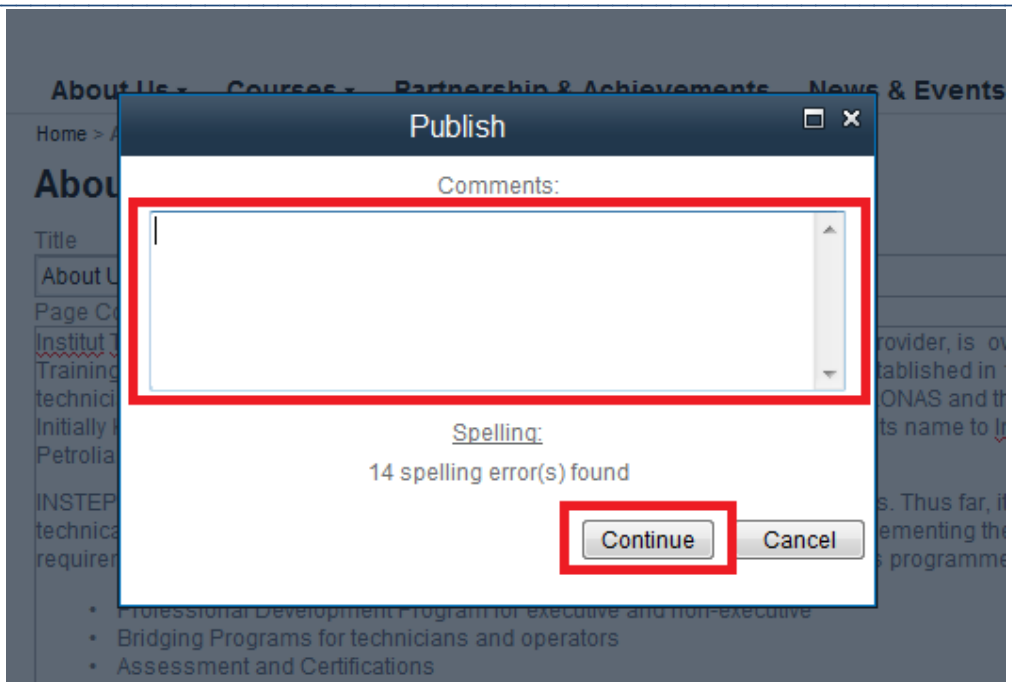
2. Start editing the content in the content column.
3. User may save the edited content and come back for editing later. The final updated content will only be available to public once it is pulished. Until that, the edited content will only be available to the user who edited the page.



4. To publish the final content, click on Publish tab and then click on publish button.



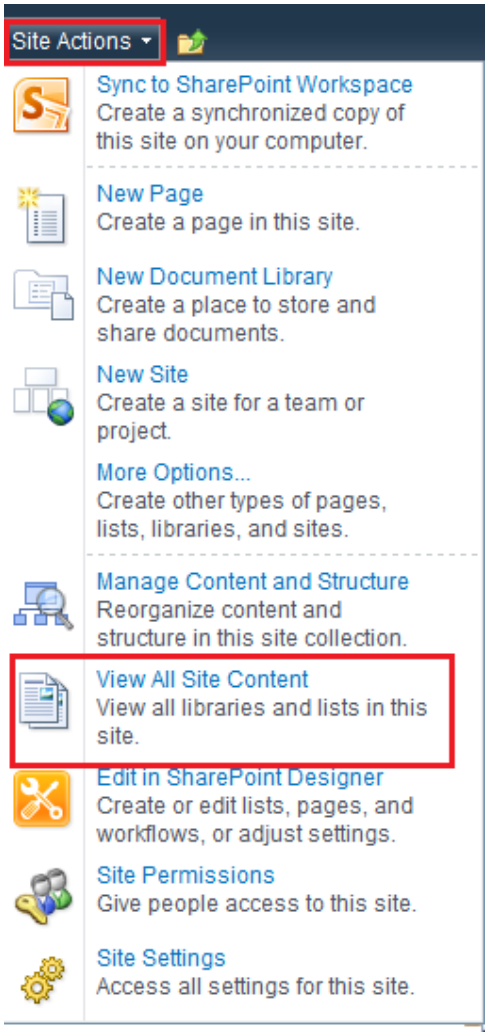
5. On Publish dialog box, user may enter comment or just leave it blank. After that, click Continue to continue with publishing the content.



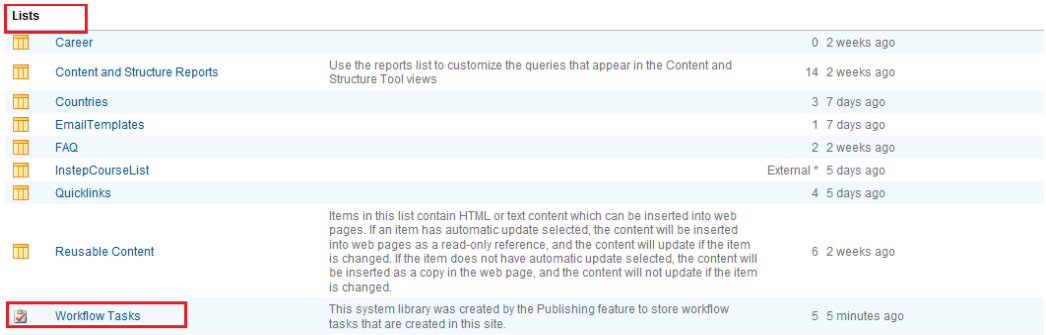
After the operation completed, the new content is successfully published to the public and other users.

Approvers Approval Function

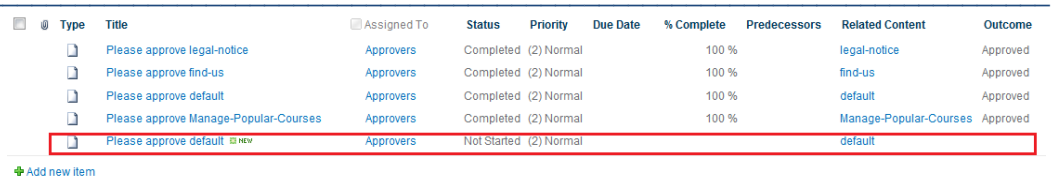
1. Approvers may start by clicking on Site Action. Then click on View All Site Contents.


Site Actions
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.

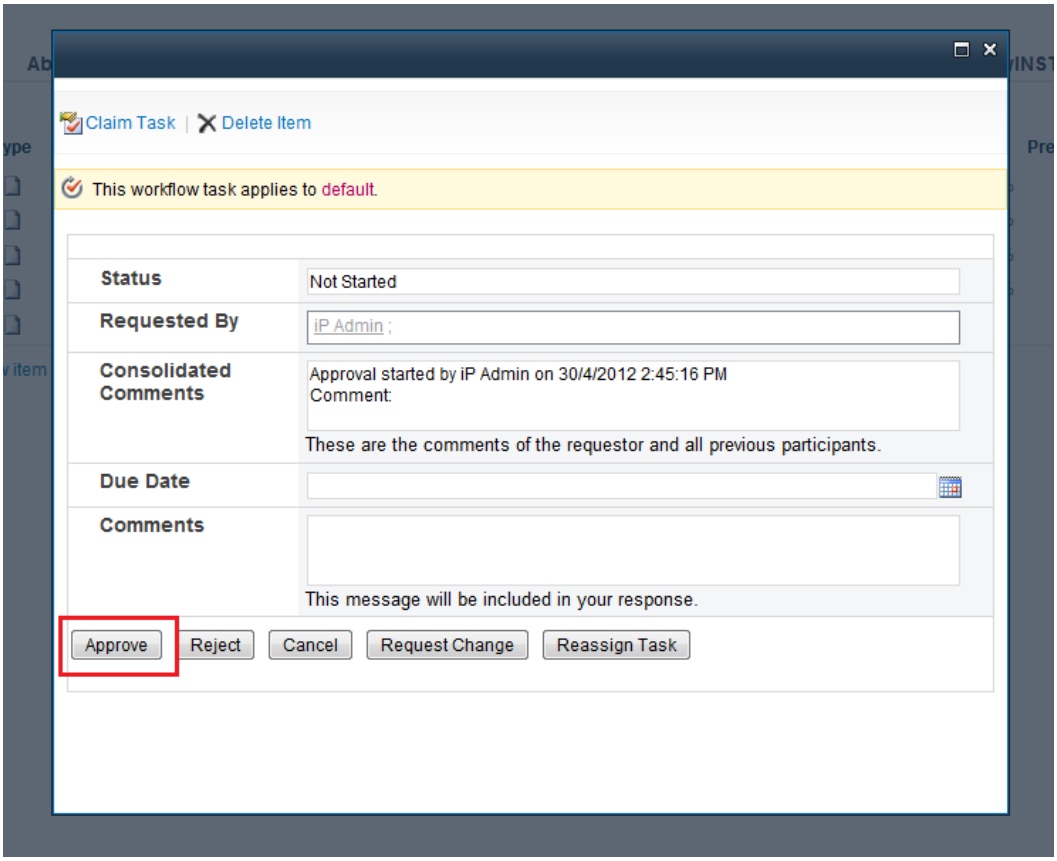
2. On all site content page, scroll to Lists sections and click on Workflow Tasks link.


Lists
Career 0 2 weeks ago
Content and Structure Reports Use the reports list to customize the queries that appear in the Content and Structure Tool views 14 2 weeks ago
Countries 3 7 days ago
EmailTemplates 1 7 days ago
FAQ 2 2 weeks ago
InstepCourseList External * 5 days ago
Quicklinks 4 5 days ago
Reusable Content Items in this list contain HTML or text content which can be inserted into web pages. If an item has automatic update selected, the content will be inserted into web pages as a read-only reference, and the content will update if the item is changed. If the item does not have automatic update selected, the content will be inserted as a copy in the web page, and the content will not update if the item is changed. 6 2 weeks ago
Workflow Tasks This system library was created by the Publishing feature to store workflow tasks that are created in this site. 5 5 minutes ago

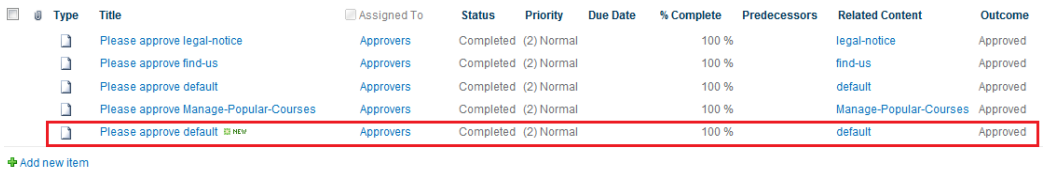
3. From here, a task list will appear. Approvers will then click on the page which needs approval. An approval workflow modal popup will appear.



4. At the workflow popup, approvers may enter details or leave it as it is. Next click Approve button to approve the changes.

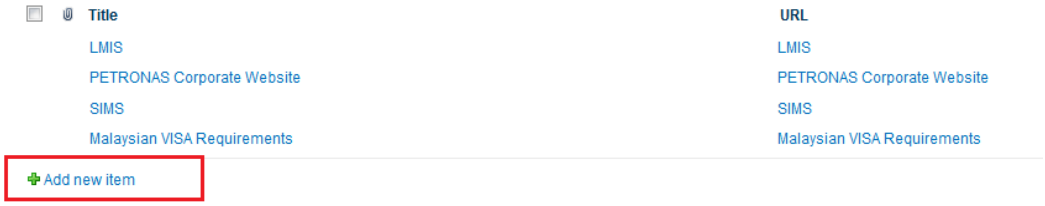


5. After approval process completed, the task list will re-appear and approvers may observe that the item that needs approval is now approved.

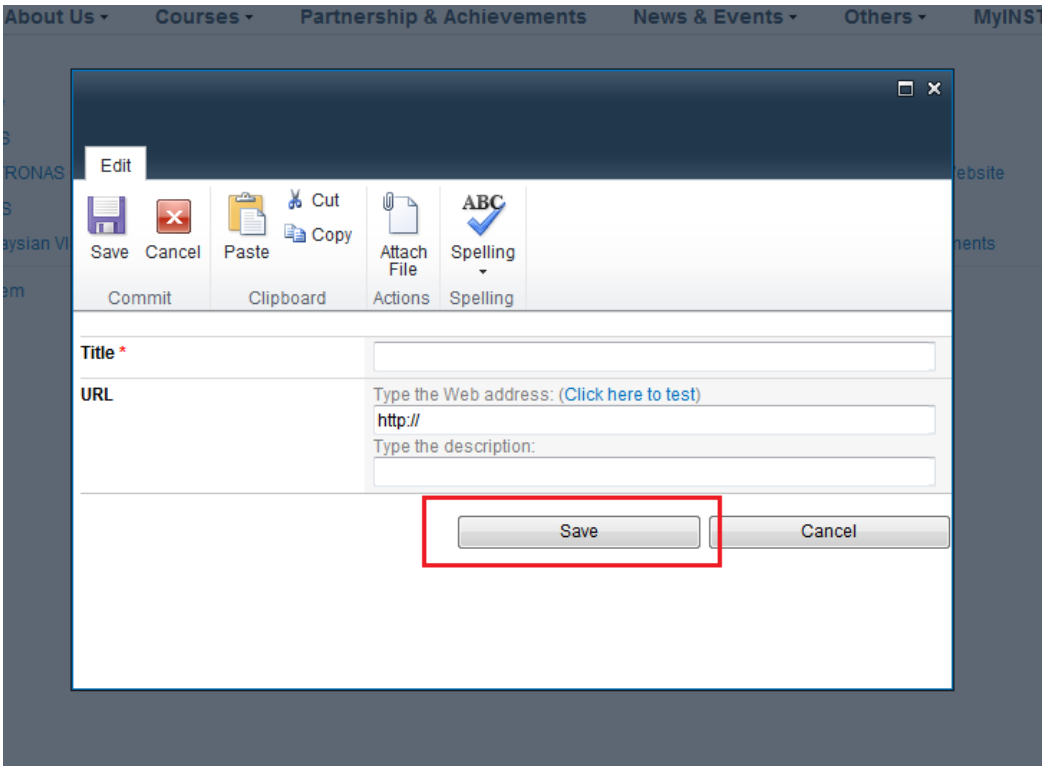


Adding New Item to SharePoint List

1. On the list item page, click on Add new item link right at the bottom left of the list.



2. Once the list item modal popup appear, fill up the information of the list. Then, click save to save the information.



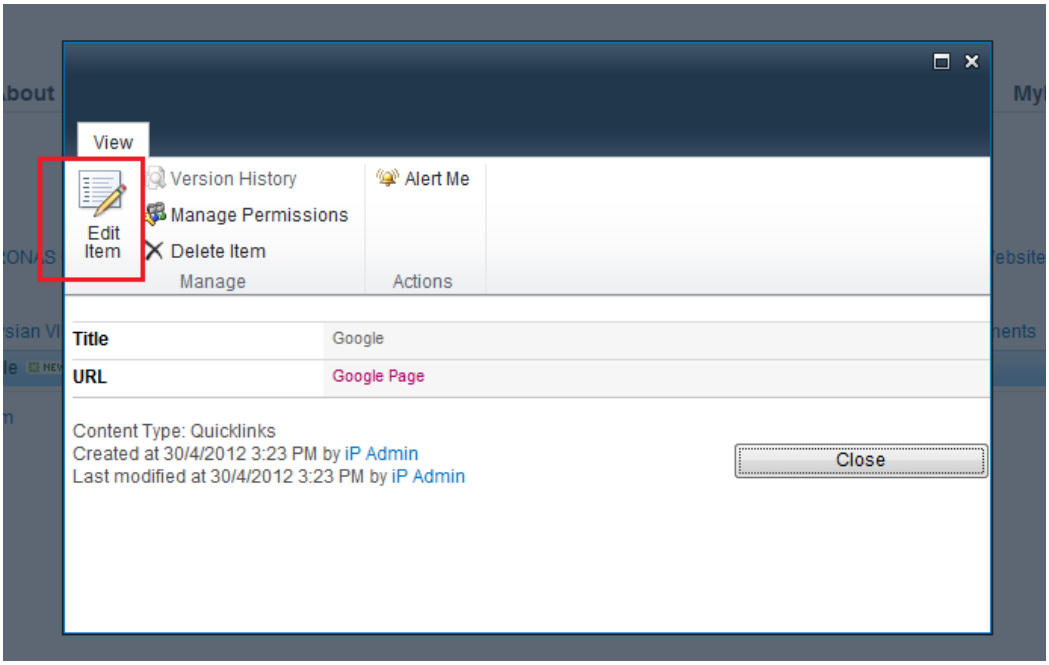
3. After Save operation completed, the item has been successfully saved to the SharePoint List.

Updating Existing Item in SharePoint List

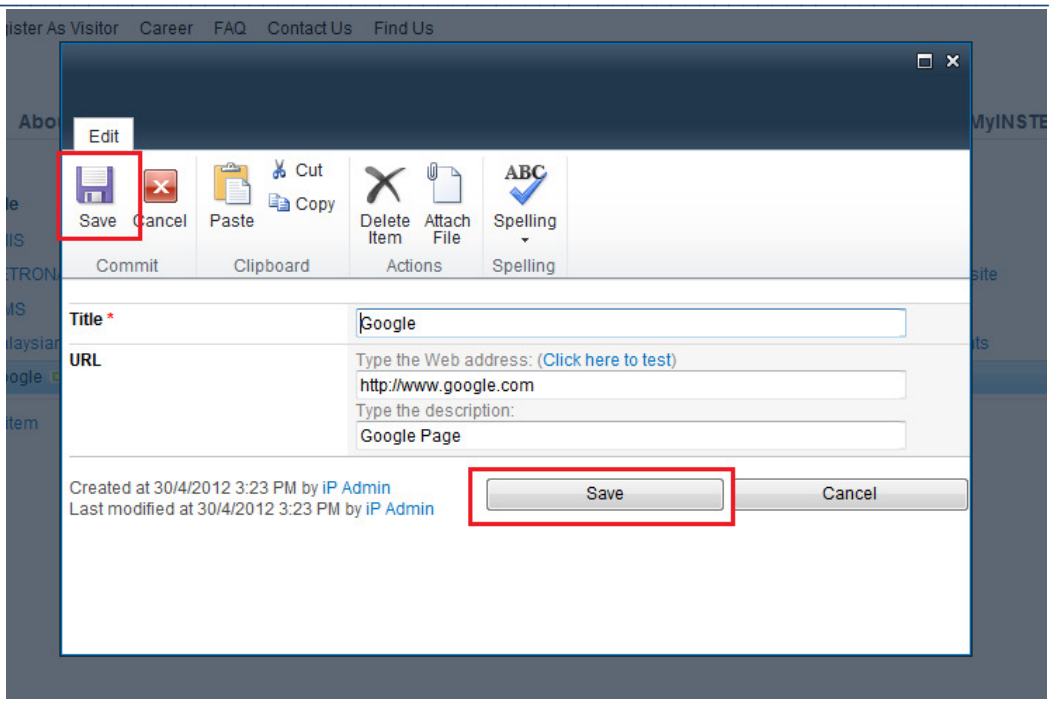
This module is to update existing item stored in SharePoint List.

1. On the list item page, click on the item linkage column user wish to edit.

2. Next, a modal popup will appear with the item details populated in the form. Click on the Edit Item button to modify the data.



3. In the update form, modify the data. After that, click on Save button to complete the operation.



4. Once the save operation completes, the changes will take effect immediately.

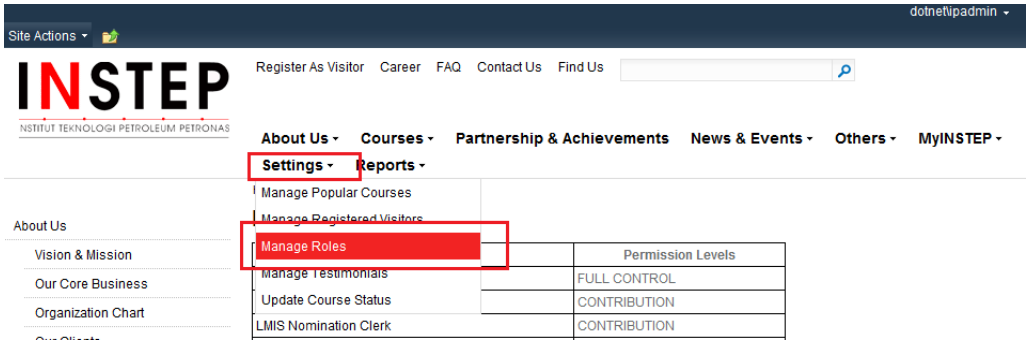
Administration

Manage Roles

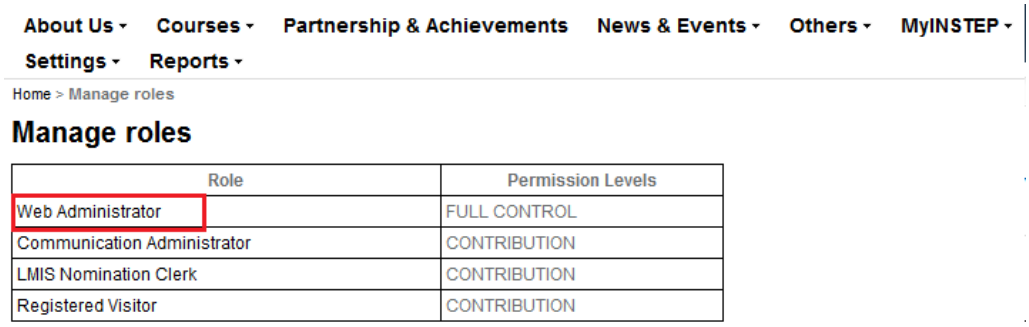
This module will enable administrators to manage administrative users for the application. Users will be grouped with:

- Web administrator
- Communication Administrator
- LMIS Nomination Clerk

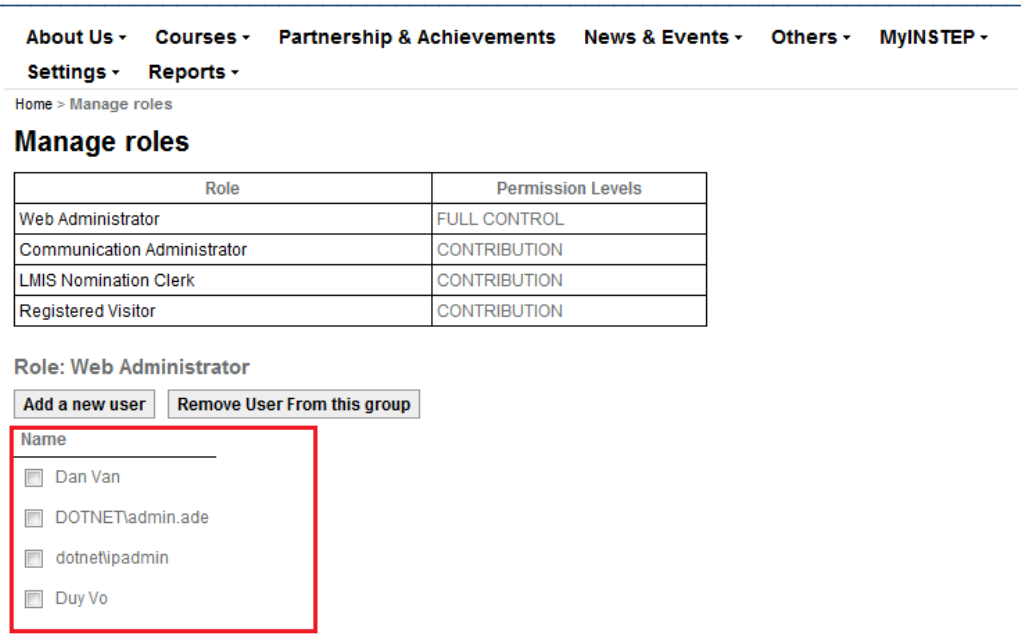
1. On the Home page, hover on Settings menu and click Manage Roles link.



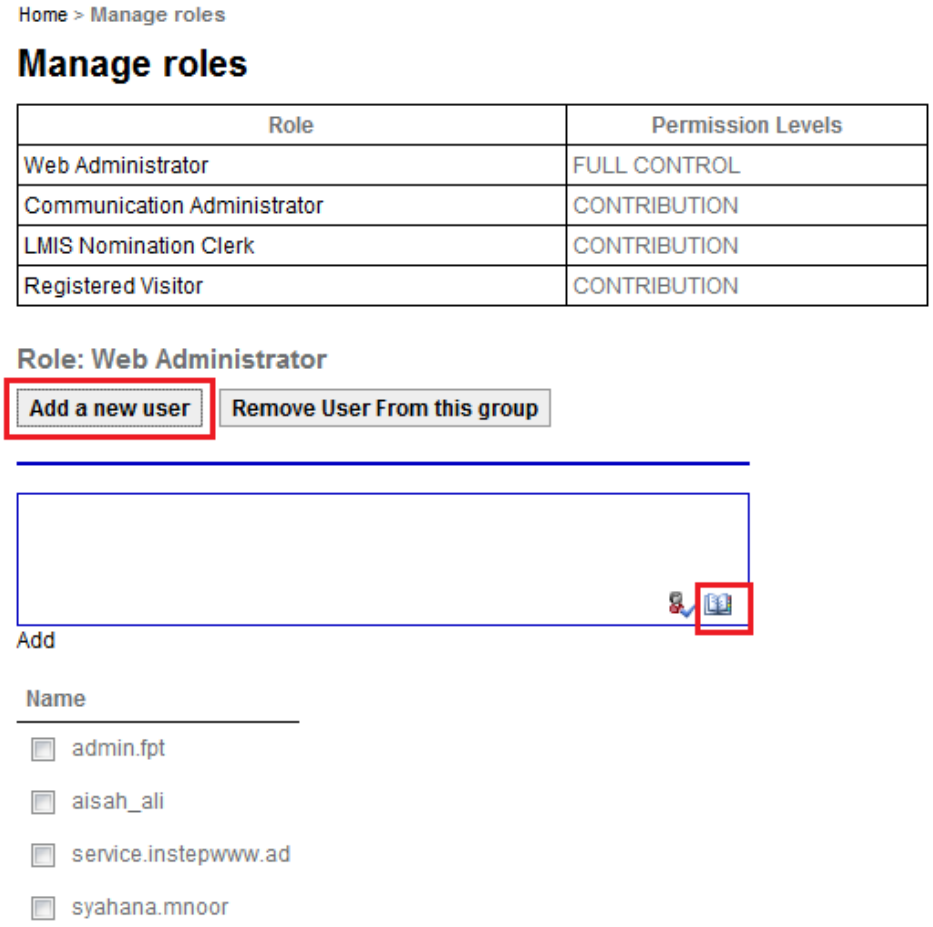
2. On Manage Roles page, click on the Role link to manage specific role.



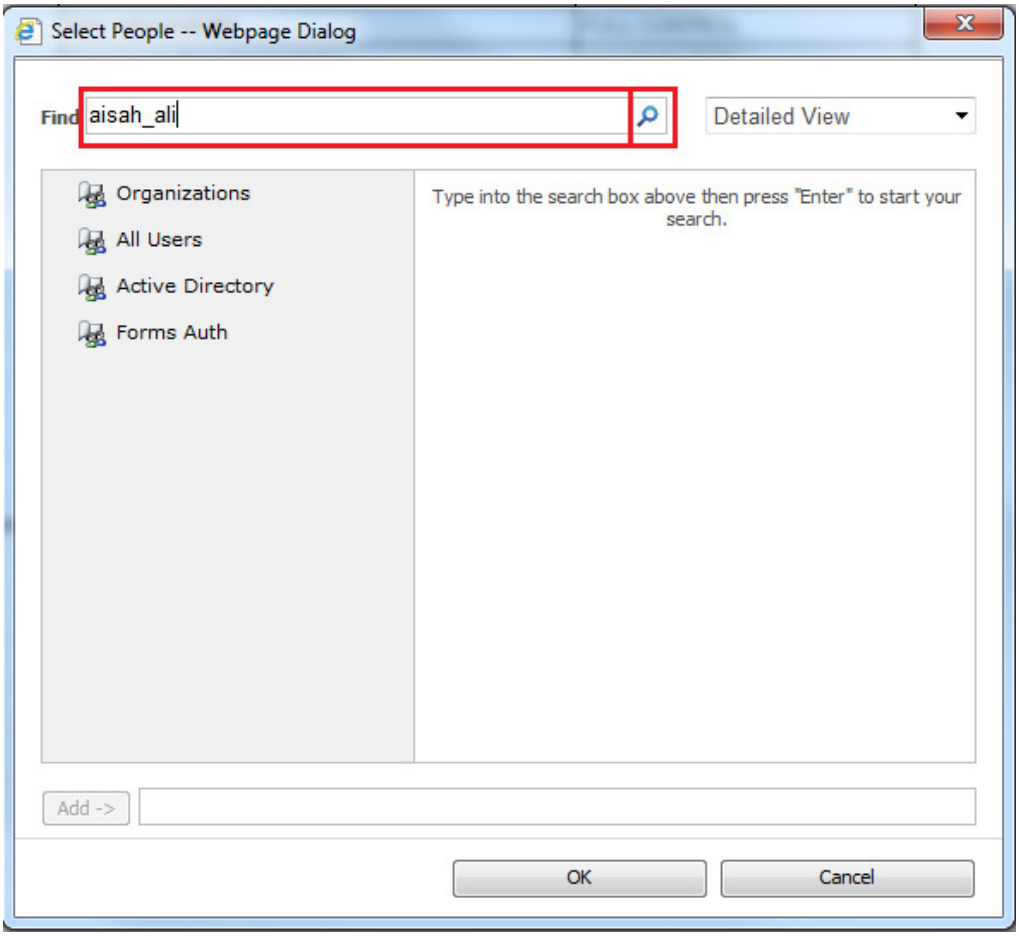
3. After the Role loaded, observe the Name of users in the Role



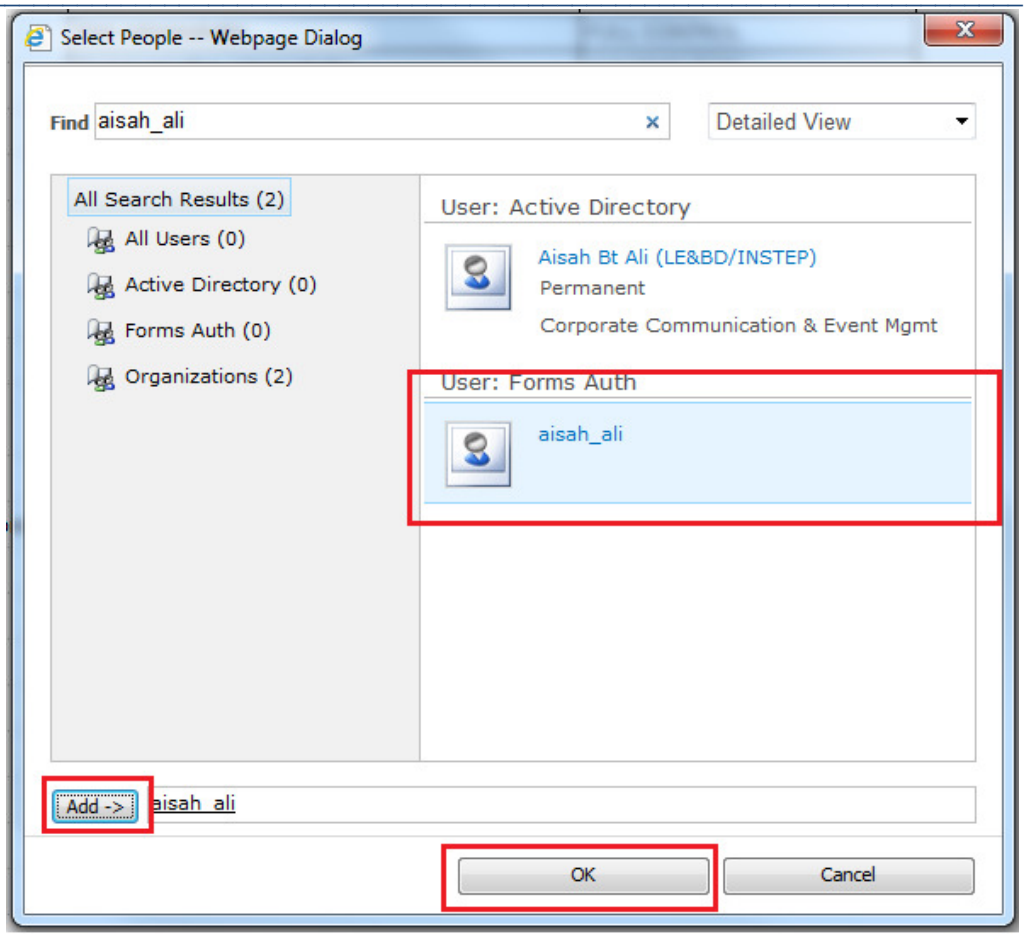
4. To add a new user, click on the Add a New User button. A text area will appear. Then, click on the "small-book-icon" located at the bottom right of the text area.



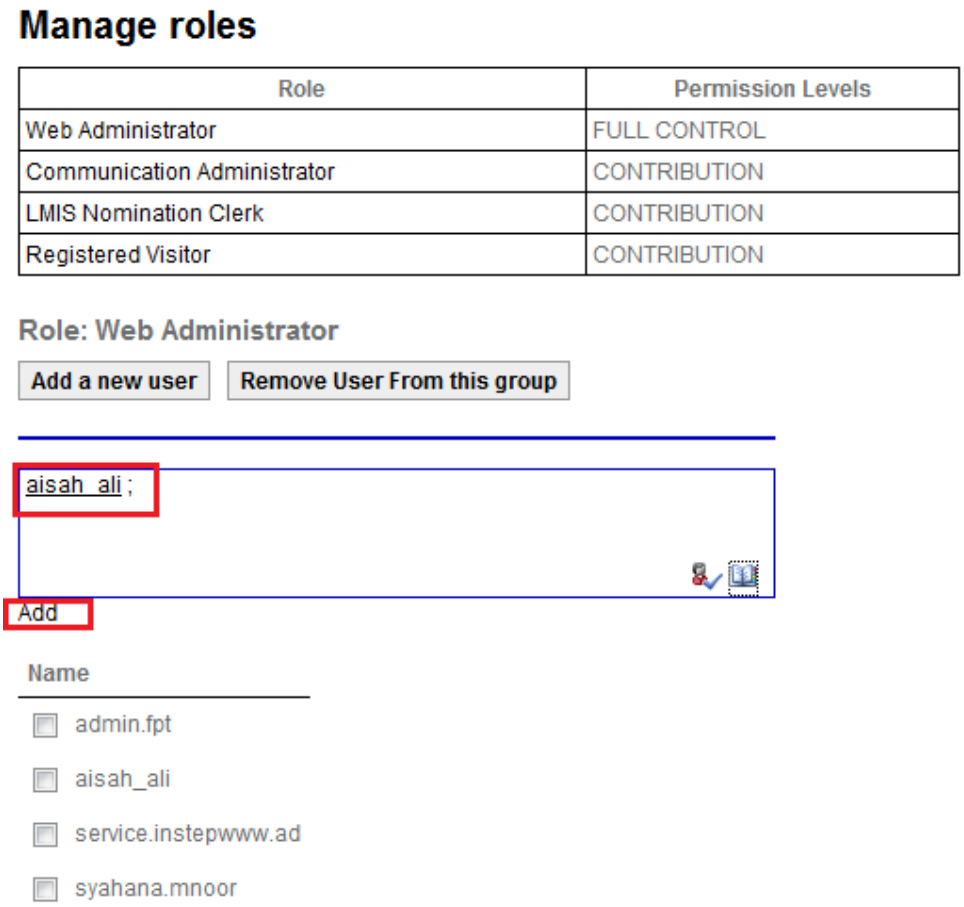
5. After clicking on the icon, a “Select People – Webpage Dialog” will appear. Type Outlook userId of user to be added to the role in the Find text area and click Search button (magnifying glass icon) at the right side of the text area to search.



6. From there, administrator may see below screen.



7. From this, select the user to be added found under category “User : Forms Auth”. Click once on the username and click Add-> button to add the user. Next, click on the OK button. User will be redirected to the previous screen.



8. From the screen, observe that the user selected from the dialog box is populated into the text area. Click Add button to add the user to the role.
9. To remove user, click on the check box besides the username administrator wish to remove and then click on the Remove User From This Group button to remove.

Manage roles

Role	Permission Levels
Web Administrator	FULL CONTROL
Communication Administrator	CONTRIBUTION
LMIS Nomination Clerk	CONTRIBUTION
Registered Visitor	CONTRIBUTION

Role: Web Administrator

Add a new user | Remove User From this group

Add

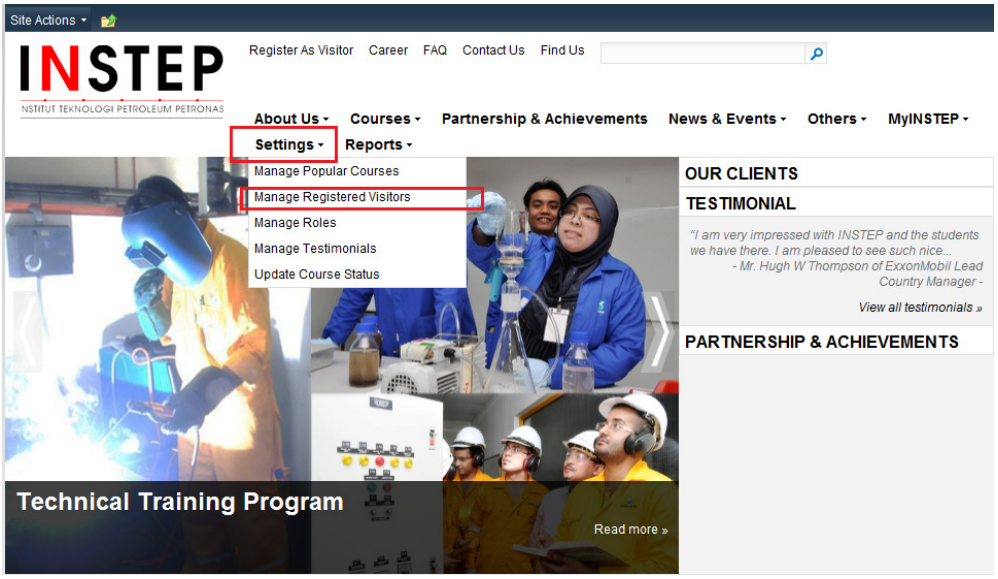
Name

- Dan Van
- DOTNET\admin.ade
- dotnet\ipadmin
- Duy Vo

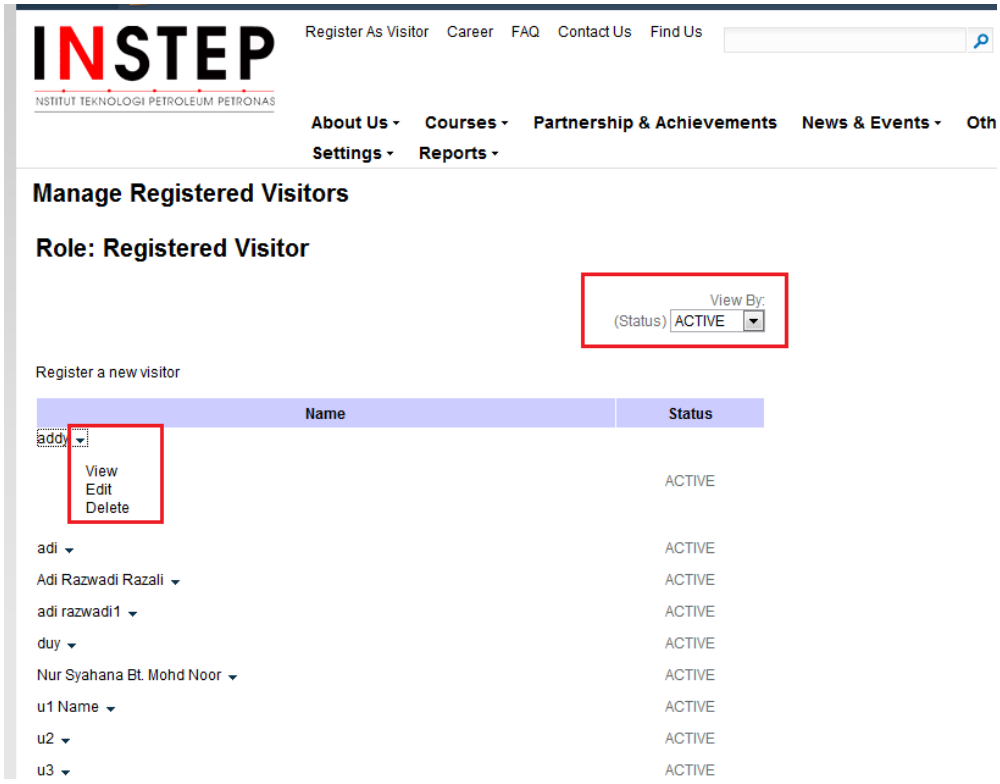
Manage Registered User

This module is for administrators to manage registered visitors of the website.

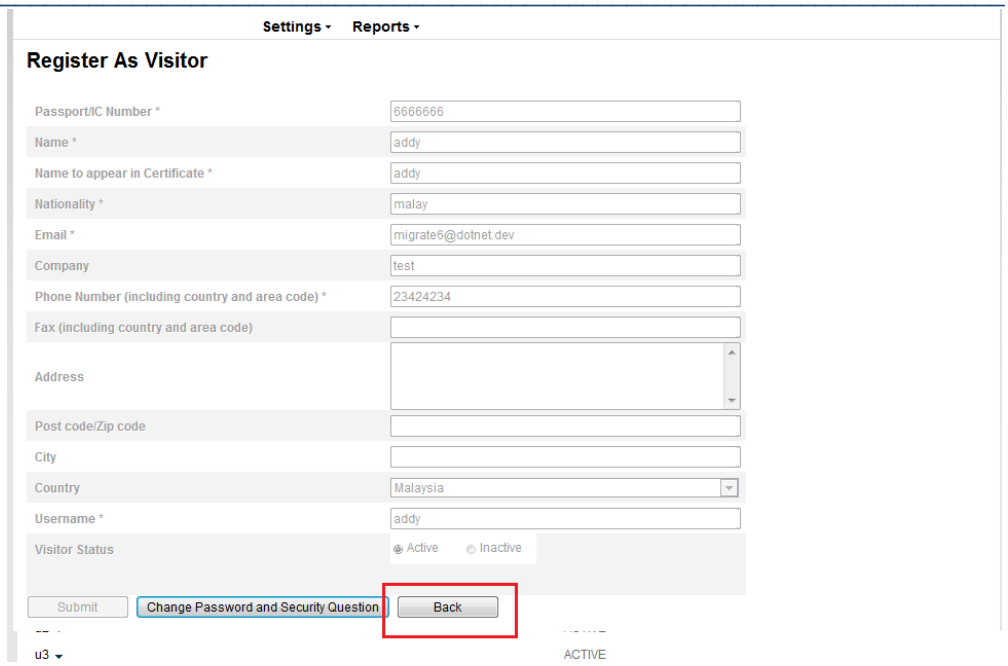
1. On Home page, hover on Settings link and click on the Manage Registered Visitor link



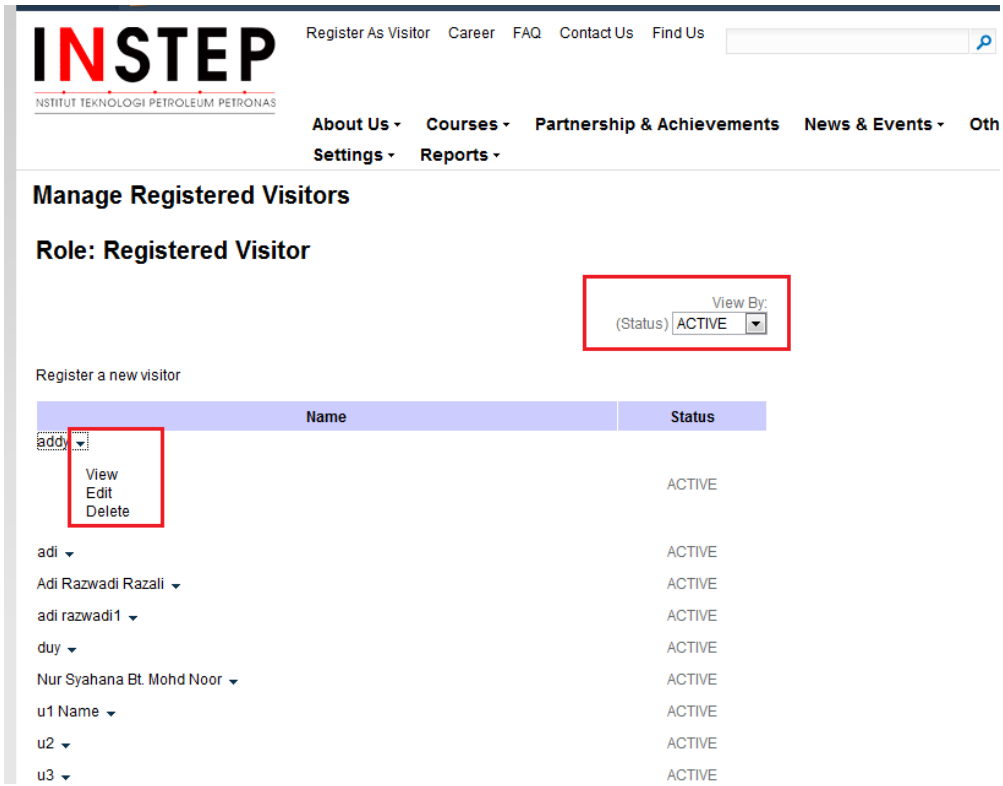
2. On Manage Registered User page, click on the small arrow icon on the username administrator wish to manage. Administrators also may filter the users list by changing the Status drop down list.



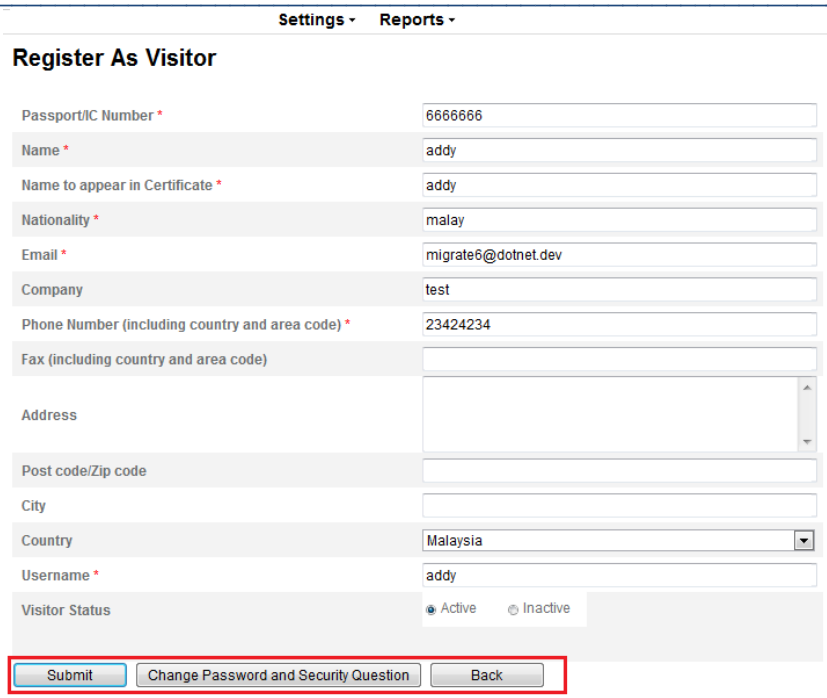
3. On the sub-menu, click on the View link to view user information



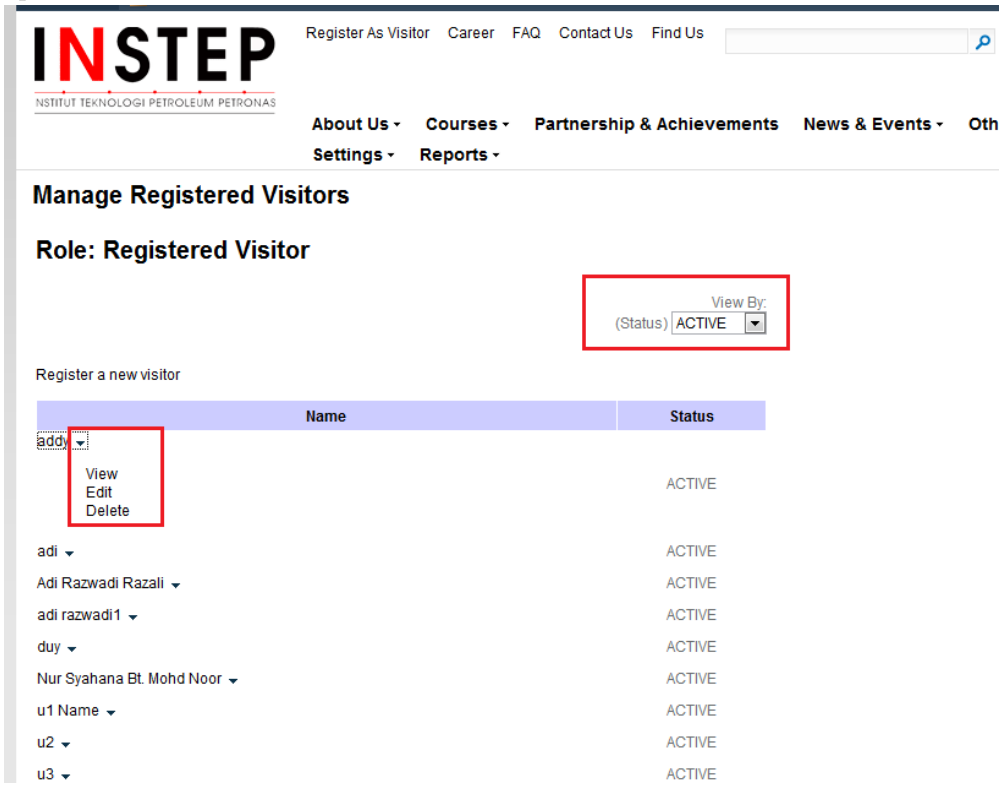
4. Click Back button to move back to listing page
5. To edit the user information, click on the Edit link to edit user information



6. Update visitor information on the detail page.



7. Click on Submit button to update the information
8. Click on Back button to cancel the editing
9. To Delete the user from the system, click on the Delete link to delete user information
10. On confirmation dialog box, click OK to continue with deletion or Cancel to cancel the operation

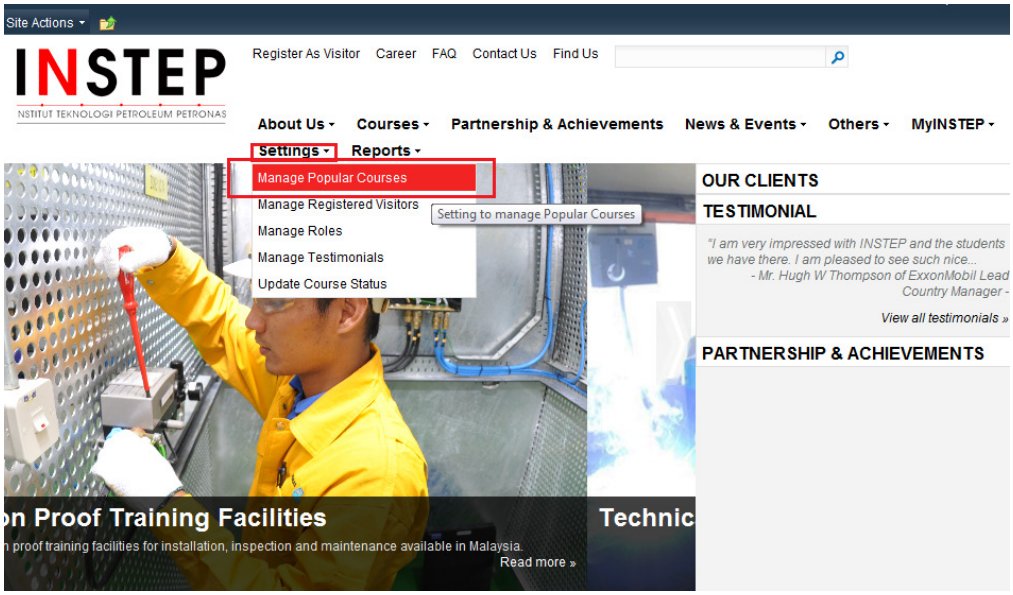


Manage Courses

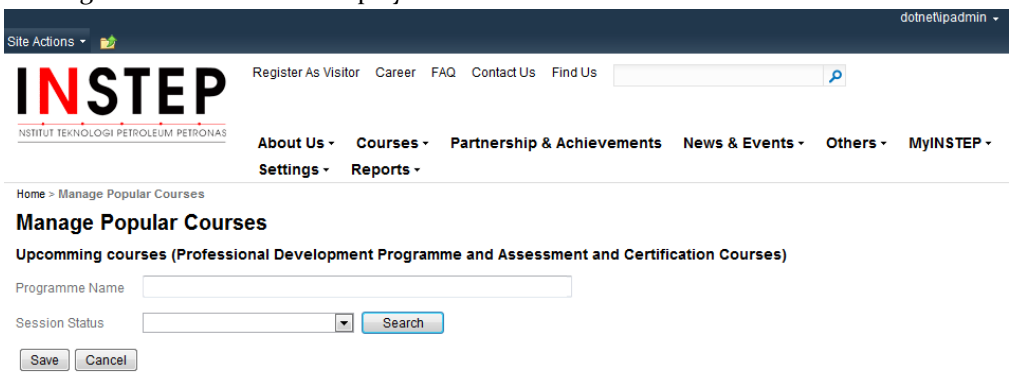
Manage Popular Courses

This module is for administrators to manage the popular courses list in the website. The course will becoming from LMIS system but administrator may populate up to 5 courses as Popular Courses.

1. Hover on the Setting Menu and then click on the Manage Popular Courses link on the sub-menu.



2. After the Manage Popular Courses page loaded, click on search Search button to display courses. Administrator may specify the search filter to search for specific course. Leaving the filter blank will display all courses.



3. Observe the courses needs to be set as popular courses. Select the chechbox of the courses with maximum of 5 courses.

Push To Popular Courses List	Programme Name	Session Period Date From	Session Period Date To:	Session Period Time From:	Session Period Time To:	Session Location	Session Status	Price (USD)	Programme Type
☐	AC and DC UPS System for E1	02/07/2012	04/07/2012	12:00 AM	12:00 AM	INSTEP, BATU RAKIT, TERENGGANU	Confirmed	1,950.00	PDP
☐	AC and DC UPS System for E2	10/09/2012	12/09/2012	12:00 AM	12:00 AM	TEGAS KOMBINASI TEKNOLOGI SDN BHD	Confirmed	7,350.00	PDP
☐	Adv.Oil & Gas Handling (Surface)	01/10/2012	05/10/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	5,500.00	PDP
☐	Basic Product Characterisation L2	31/10/2012	01/11/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	2,800.00	PDP
☐	Furnace Operation and Care	16/10/2012	17/10/2012	12:00 AM	12:00 AM	Kuala Lumpur TBA	Confirmed	1,600.00	PDP
☐	HC Accounting&Allocation L2 (Dw Str)	12/06/2012	14/06/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	2,300.00	PDP
☐	HC Accounting&Allocation L2 (Dw Str)	12/12/2012	14/12/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	2,300.00	PDP
☐	Motor Control Practice	18/06/2012	21/06/2012	12:00 AM	12:00 AM	PERMATA/INSTEP	Confirmed	2,800.00	PDP
☐	Positive Displacement Pump	10/09/2012	11/09/2012	12:00 AM	12:00 AM	INSTEP - Mechanical Classroom	Confirmed	1,400.00	PDP
☐	Product Characterizatio	17/10/2012	17/10/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	1,400.00	PDP
☐	Reactor & Granulator:Operation & Care	08/10/2012	10/10/2012	12:00 AM	12:00 AM	INSTEP, BATU RAKIT, TERENGGANU	Confirmed	2,400.00	PDP
☐	Surface Prod Faci.-Oil/Water&GasHandling	25/06/2012	29/06/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	1,950.00	PDP

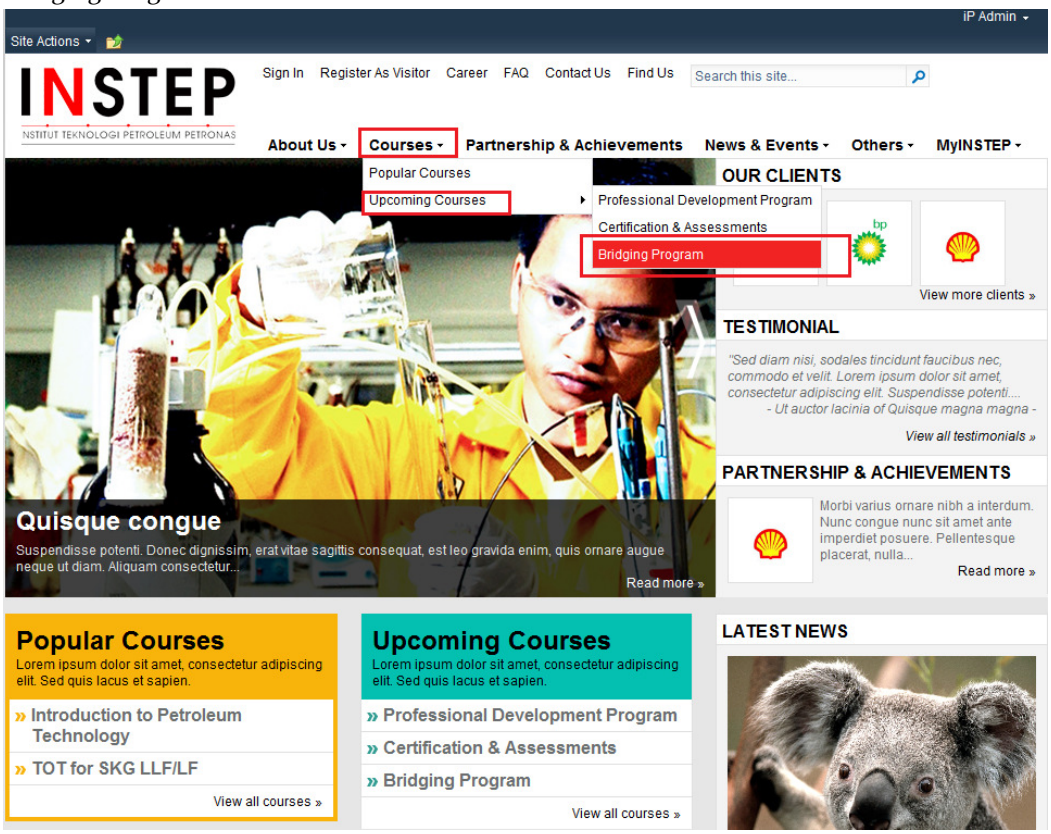
1

4. Click Save button to save the list to save the changes. When saving, all previous popular courses will be removed from Popular Courses list and will be replaced by the new list.
5. Click on Cancel button to cancel the operation.

Manage Bridging Programmes

This module is for administrators to manage information about Bridging Programmes provided by INSTEP.

1. On the Home page, hover mouse on Courses link. On the sub-menu, hover again on the Upcoming Courses link. Another sub-menu appear. On this sub-menu, click on the Bridging Program link.


IP Admin
Site Actions
INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
Popular Courses
Upcoming Courses
Professional Development Program
Certification & Assessments
Bridging Program
OUR CLIENTS
View more clients »
TESTIMONIAL
"Sed diam nisi, sodales tincidunt faucibus nec, commodo et velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse potenti...
- Ut auctor lacinia of Quisque magna magna -
View all testimonials »
PARTNERSHIP & ACHIEVEMENTS
Morbi varius ornare nibh a interdum. Nunc congue nunc sit amet ante imperdiet posuere. Pellentesque placerat, nulla...
Read more »
Quisque congue
Suspendisse potenti. Donec dignissim, erat vitae sagittis consequat, est leo gravida enim, quis ornare augue neque ut diam. Aliquam consectetur...
Read more »
Popular Courses
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed quis lacus et sapien.
» Introduction to Petroleum Technology
» TOT for SKG LLF/LF
View all courses »
Upcoming Courses
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed quis lacus et sapien.
» Professional Development Program
» Certification & Assessments
» Bridging Program
View all courses »
LATEST NEWS

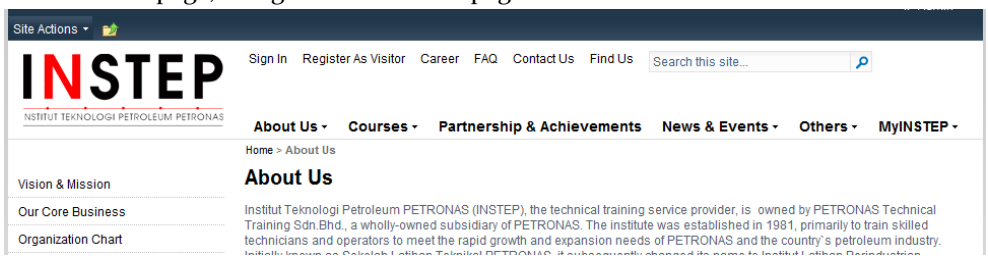
2. After the Bridging Program loads, click on the Site Actions and then click on Edit Page button. Then follow the instruction in Editing Content Pages to update the content of Bridging Program.

About INSTEP

Manage About INSTEP

This module is to manage information of About INSTEP page.

1. To start editing, go to pww.instep.my (administrator site)
2. When prompted for credential, login using administrator account (see Accessing INSTEP Website for details).
3. On the main page, navigate to About Us page.

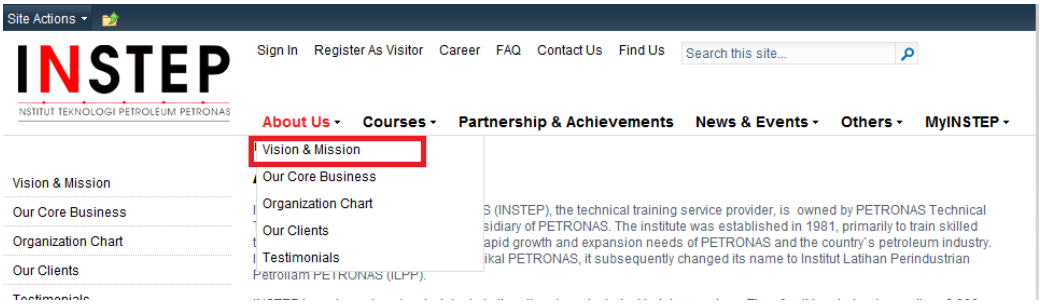

Site Actions
INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
Home > About Us
Vision & Mission
Our Core Business
Organization Chart
About Us
Institut Teknologi Petroleum PETRONAS (INSTEP), the technical training service provider, is owned by PETRONAS Technical Training Sdn.Bhd., a wholly-owned subsidiary of PETRONAS. The institute was established in 1981, primarily to train skilled technicians and operators to meet the rapid growth and expansion needs of PETRONAS and the country's petroleum industry.

4. Next, follow the steps as described in **SharePoint 2010 Navigation – Editing Content Pages.**

Manage Vision and Mission

This module is to manage Vision and Mission content in About Us sections.

1. 1. To start editing, go to pww.instep.my (administrator site)
2. When prompted for credential, login using administrator account (see Accessing INSTEP Website for details).
3. Hover on the About Us link and a drop-down menu will appear. Click on Vision & Mission link.

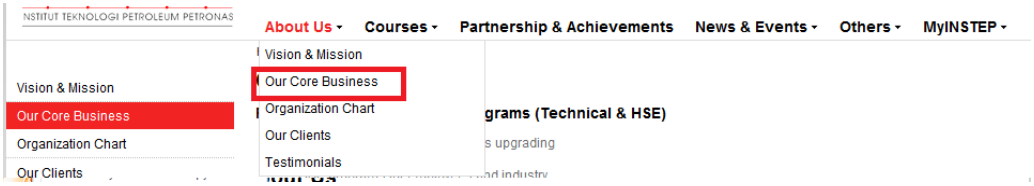


4. Next, follow the steps as described in [SharePoint 2010 Navigation – Editing Content Pages.]

Manage Our Core Business

This module is to manage Our Core Business content in About Us sections.

1. 1. To start editing, go to pww.instep.my (administrator site)
2. When prompted for credential, login using administrator account (see Accessing INSTEP Website for details).
3. Hover on the About Us link and a drop-down menu will appear. Click on Our Core Business link.

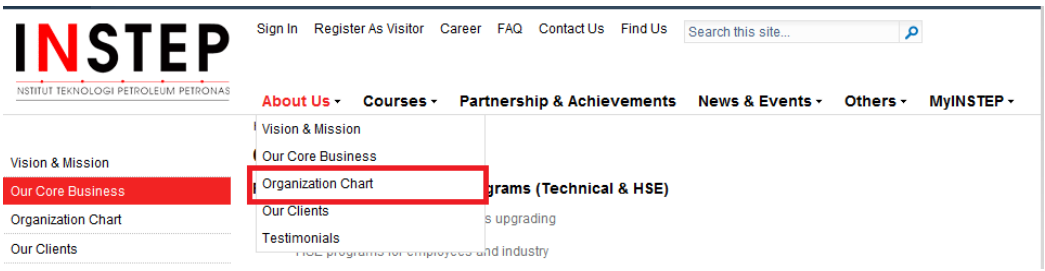


4. Next, follow the steps as described in **SharePoint 2010 Navigation – Editing Content Pages.**

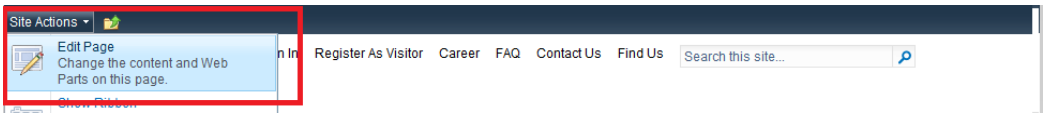
Manage Organisation Chart

This module is to manage Organisation Chart content in About Us sections.

1. 1. To start editing, go to pww.instep.my (administrator site)
2. When prompted for credential, login using administrator account (see Accessing INSTEP Website for details).
3. Hover on the About Us link and a drop-down menu will appear. Click on Organisation Chart link.



4. On Organisation Chart page, click on Site Actions and then click on Edit Page.

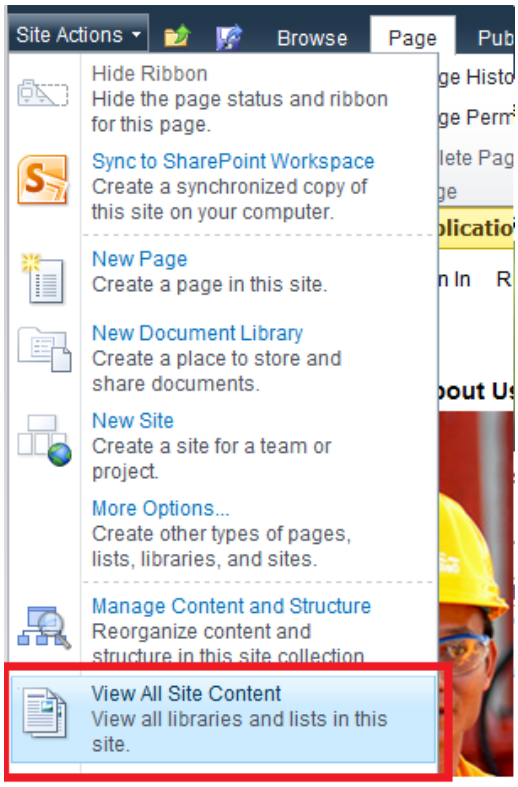


5. Start editing the content Organisation Chart in the content column.
   - ***Note** : The default organizational chart is an image inserted to the content column. The image was uploaded to SharePoint.*
6. Next, follow the steps as described in **SharePoint 2010 Navigation – Editing Content Pages.**

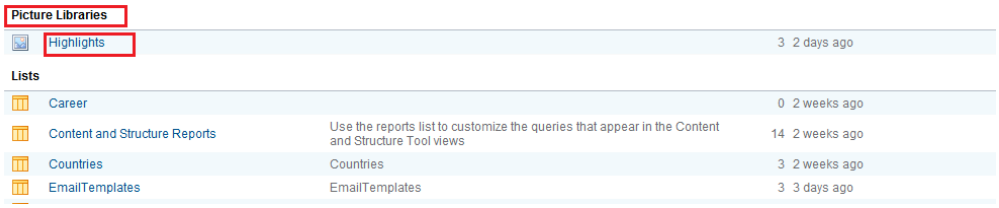
Highlight

This module is for administrators to manage highlights section at the home page. This module only allows 3 images of highlights to exist at the same time.

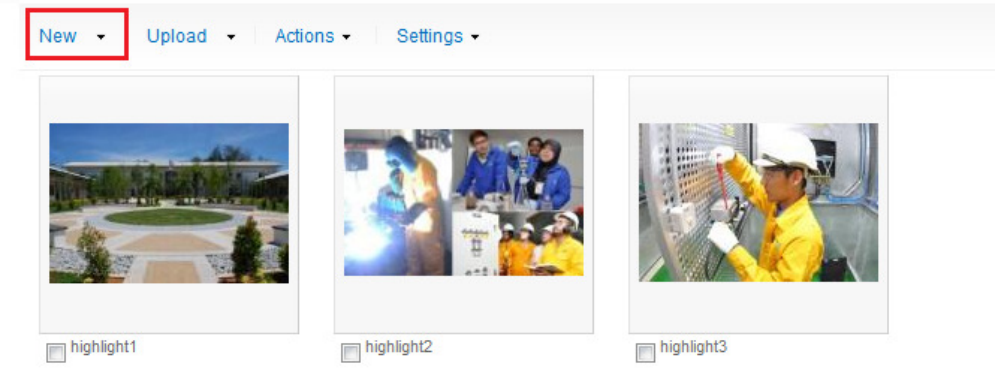
1. To add new highlight, on Home page, click on the Site Actions and then click on the View All Site Content link


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

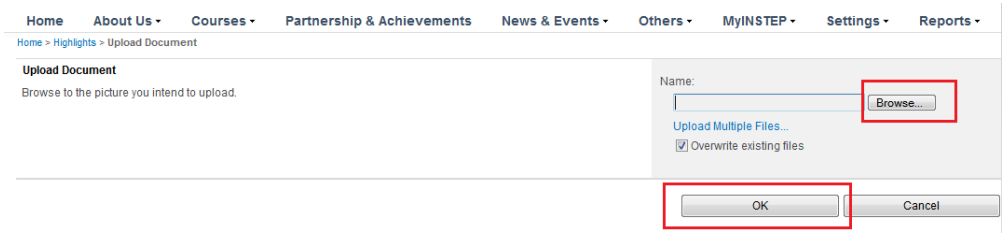
2. On Site Content page, under Picture Libraries, click on Highlights link.



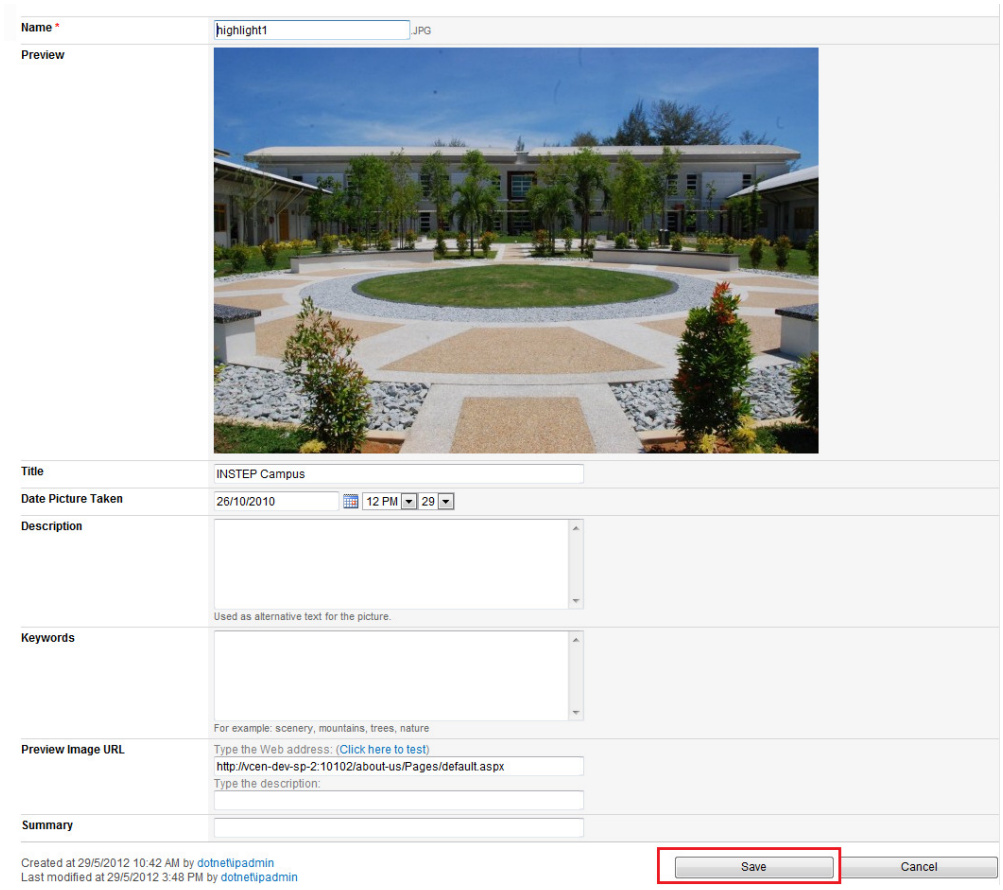
3. On Highlights page, click on New button



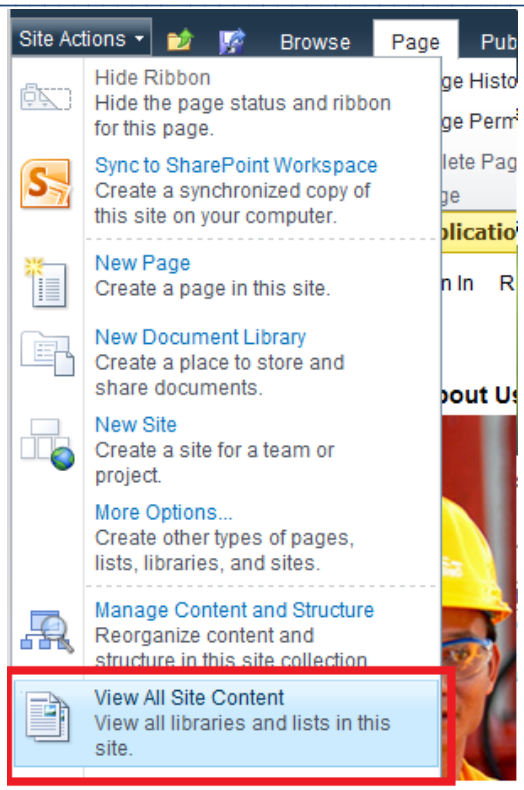
4. On Upload Document page, Browse for an image file for the highlights. Then click OK button.



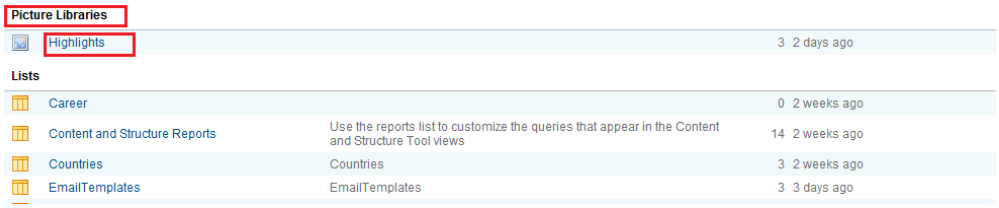
5. Then, on image preview page, fill in the Preview Image URL text with link to the page to be viewed from highlights.



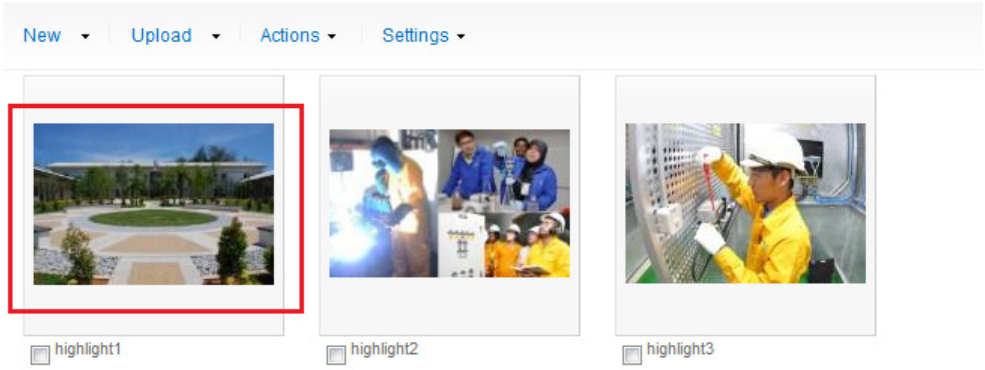
6. Click Save button to create new.
7. To edit, on Home page, click on the Site Actions and then click on the View All Site Content link


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

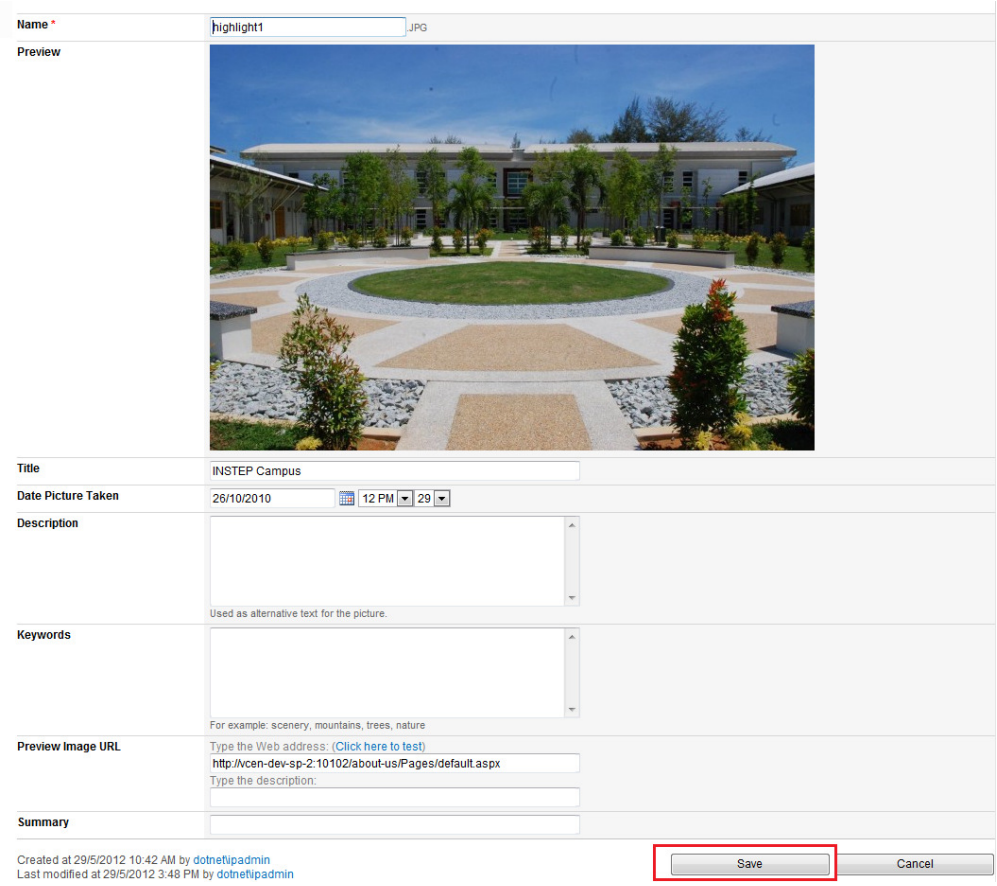
8. On Site Content page, under Picture Libraries, click on Highlights link.



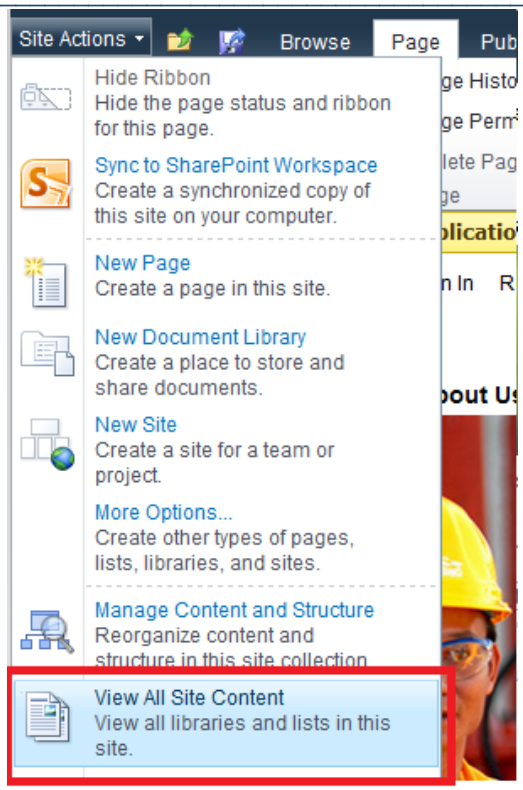
9. On Highlights page, click on the Highlights image to be edited.



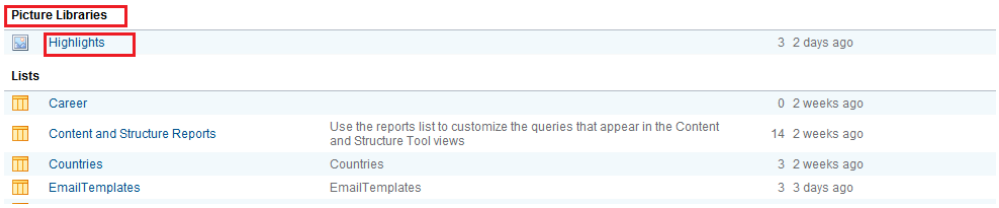
10. On image detail page, click on the Edit Item button
11. Edit the content.



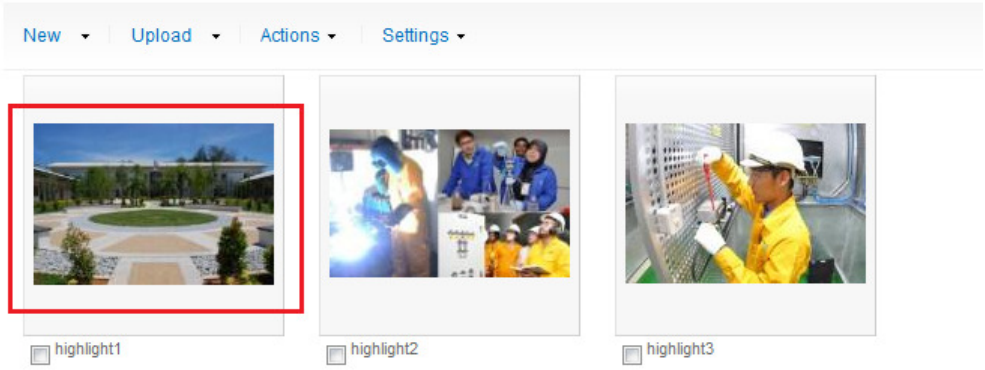
12. Click Save to save the changes or Cancel to cancel the update.
13. To delete, on home page, click on the Site Actions and then click on the View All Site Content link


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

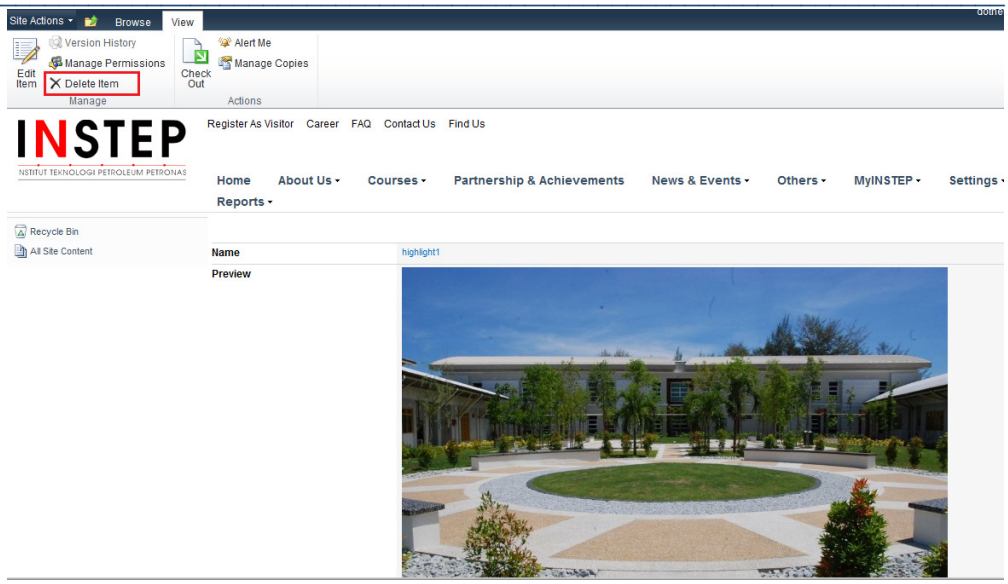
14. On Site Content page, under Picture Libraries, click on Highlights link.



15. On Highlights page, click on the Highlights image to be edited.



16. On image detail page, click on the Delete Item button to delete the Highlights



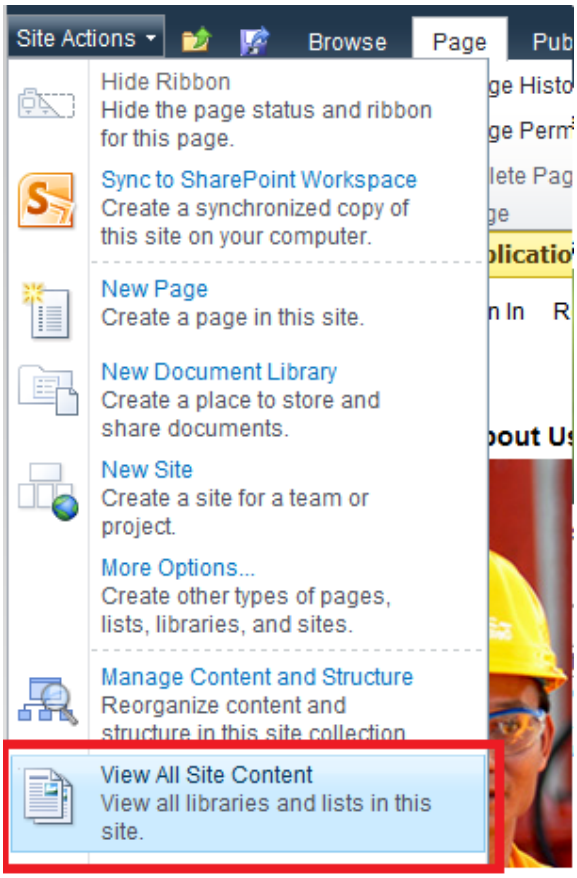
17. On the delete confirmation dialog box, click OK button to continue with delete or Cancel to Cancel delete.

Whole Year Calendar

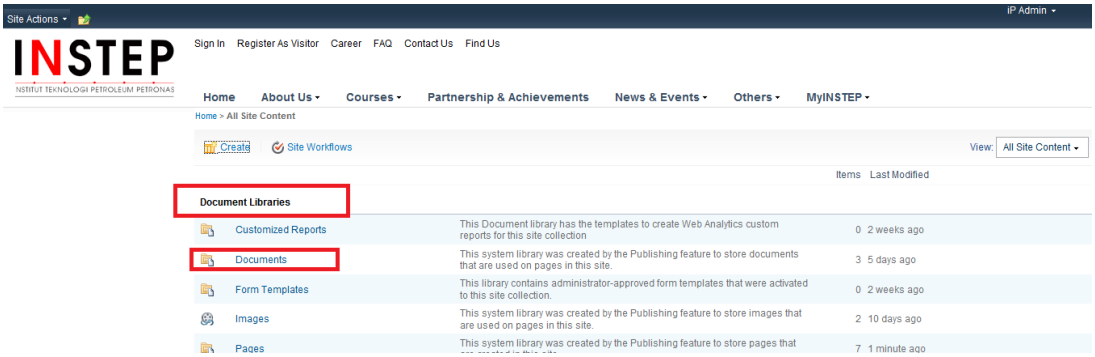
This module is to manage the Whole Year Calendar downloaded file. User may update the file containing the whole year program of INSTEP stored in the application.

Updating Whole Year Calendar Upload File

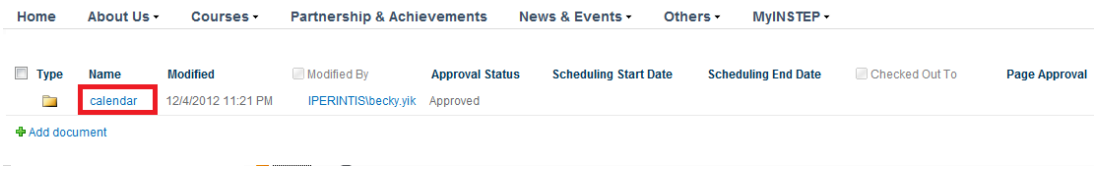
1. To update the file download, go to pww.instep.my (administrator site)
2. When prompted for credential, login using administrator account (see Accessing INSTEP Website for details).
3. Click on the Site Actions and then click on the View All Site Content.


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and
View All Site Content
View all libraries and lists in this site.

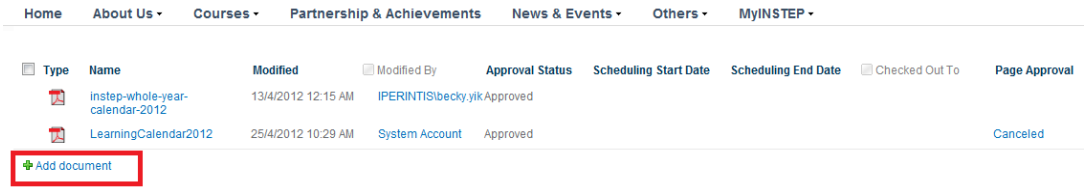
4. At the All Site Content page, look under Document Libraries and click on the Documents link.



5. From document page listing, click on “calendar” folder.



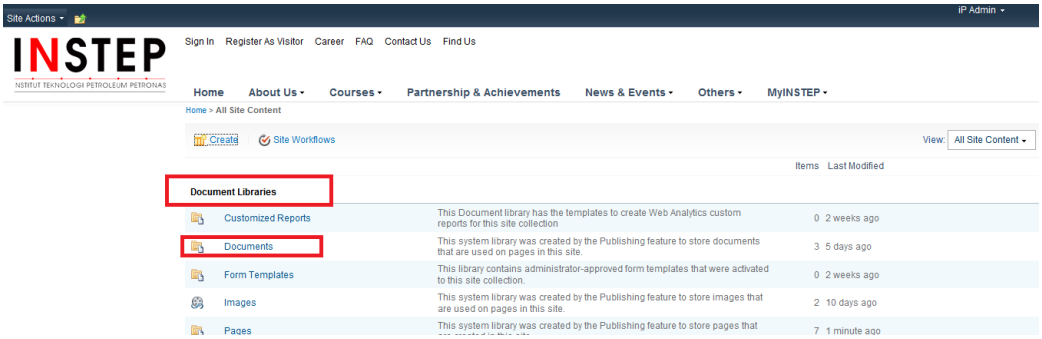
6. Inside "calendar" folder, click on Add document link to add new whole year calendar file.



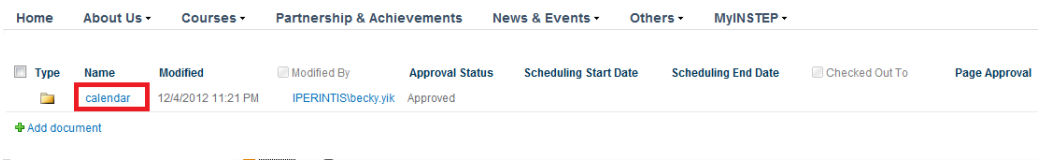
7. For next step, please follow steps in **SharePoint 2010 Navigation – Uploading Document to Documents Libraries**.

Updating Home Page Whole Year Calendar Link

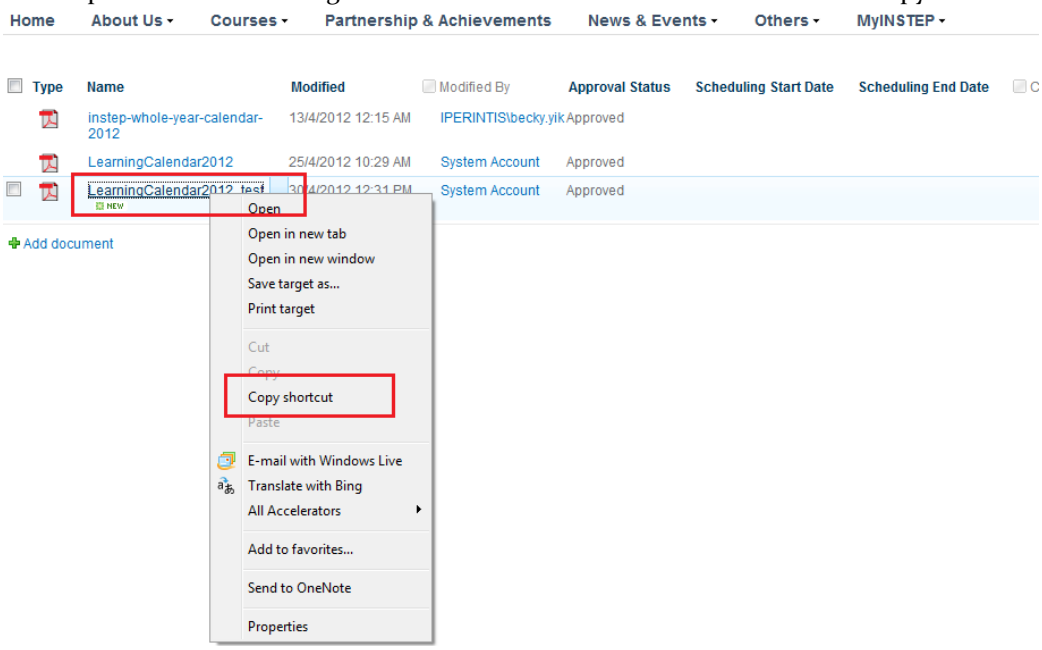
1. To start editing, go to pww.instep.my (administrator site)
2. When prompted for credential, login using administrator account (see Accessing INSTEP Website for details).
3. Click on Site Actions and then click on View All Site Contents.
4. Look under Documents Libraries and click on Documents link


Site Actions
IP Admin
INSTEP
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Home
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
Home > All Site Content
Create
Site Workflows
View: All Site Content
Items
Last Modified
Document Libraries
Customized Reports
This Document library has the templates to create Web Analytics custom reports for this site collection
0 2 weeks ago
Documents
This system library was created by the Publishing feature to store documents that are used on pages in this site.
3 5 days ago
Form Templates
This library contains administrator-approved form templates that were activated to this site collection.
0 2 weeks ago
Images
This system library was created by the Publishing feature to store images that are used on pages in this site.
2 10 days ago
Pages
This system library was created by the Publishing feature to store pages that
7 1 minute ago

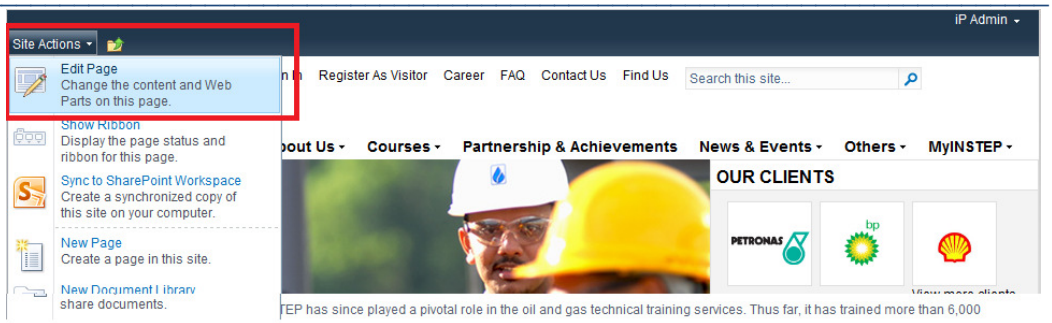
5. On the Documents list, click on Calendar folder.



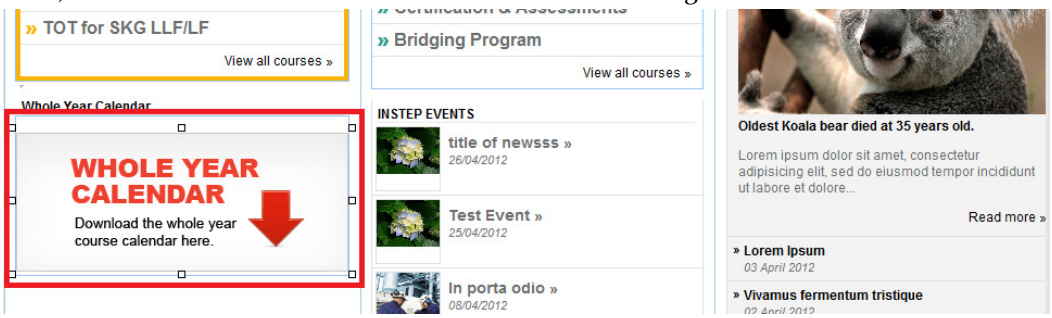
6. Inside the Calendar folder, look for item related to the Whole Year Calendar user wish to use for public downloads. Right click on the Name of the file and then click Copy Shortcut.



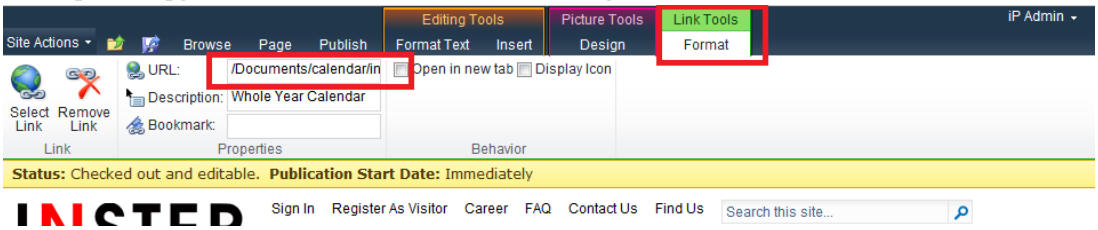
7. Now, click back the main page and click on Site Actions and the click on Edit Page



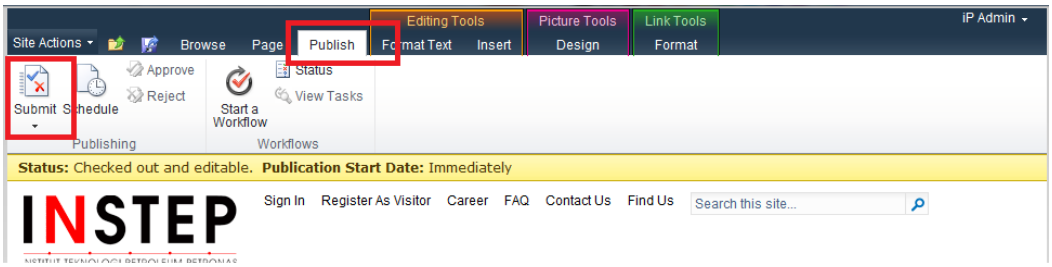
8. Next, click once on the Whole Year Calendar download image.


» TOT for SKG LLF/LF
View all courses »
Whole Year Calendar
WHOLE YEAR CALENDAR
Download the whole year course calendar here.
» Bridging Program
View all courses »
INSTEP EVENTS
title of newsss »
26/04/2012
Test Event »
25/04/2012
In porta odio »
08/04/2012
Oldest Koala bear died at 35 years old.
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore...
Read more »
» Lorem Ipsum
03 April 2012
» Vivamus fermentum tristique

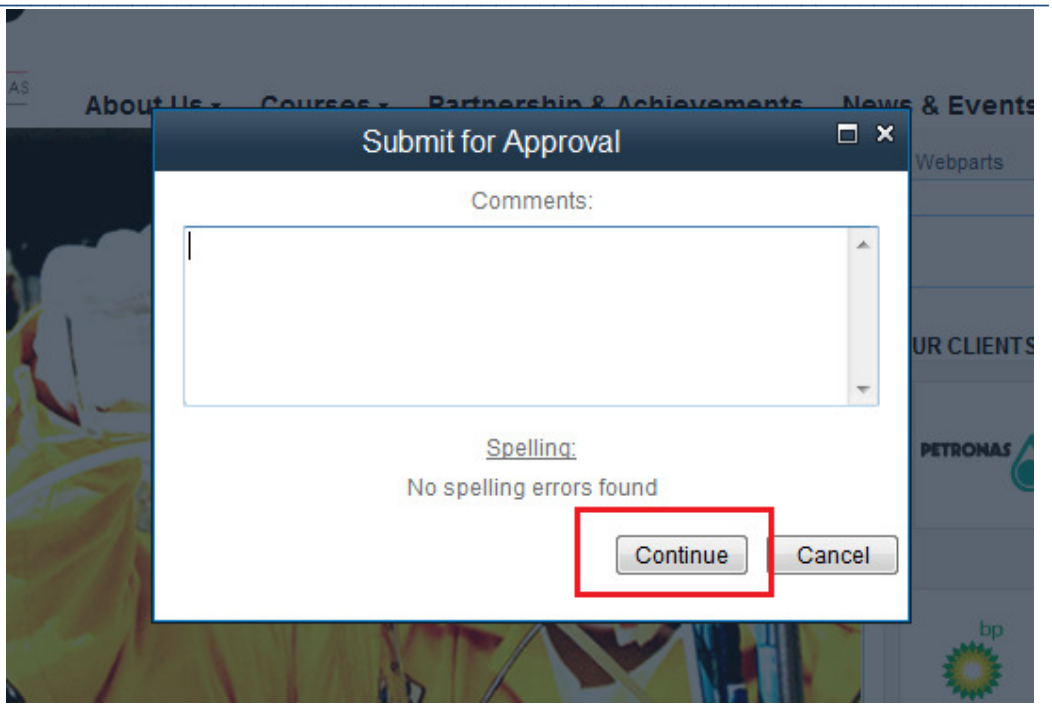
9. Scroll up to the top of the page until reaching the Ribbon. Click on Link Tooks. At the Link Tools Ribbon, observe a column name URL. Paste the URL of document previously copied(Copy Shortcut) from the document library.



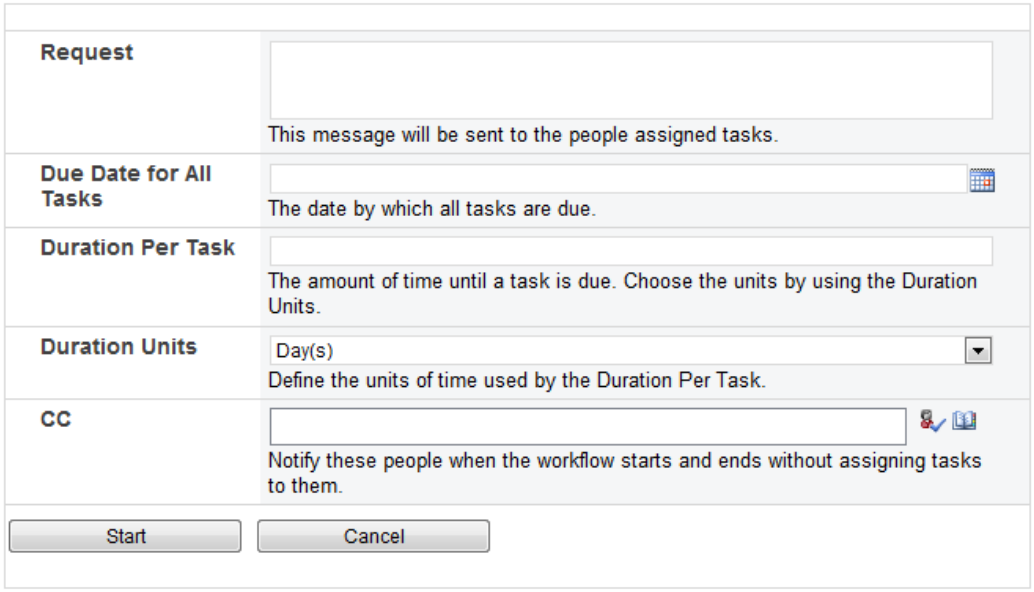
10. Next, click on Publish tab and click Submit Button.



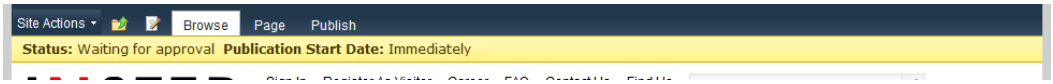
11. A confirmation modal popup will appear. User may enter comments or just leave it blank. Click Continue button to proceed.



12. After that, a workflow form will appear. User may enter information in the field or just leave it blank. Click on Start button to proceed.


Request
This message will be sent to the people assigned tasks.
Due Date for All Tasks
The date by which all tasks are due.
Duration Per Task
The amount of time until a task is due. Choose the units by using the Duration Units.
Duration Units
Day(s)
Define the units of time used by the Duration Per Task.
CC
Notify these people when the workflow starts and ends without assigning tasks to them.
Start
Cancel

13. Be informed that the content editing will be on pending approval status. New content will not yet be published to the other user or public. User may see the status in yellow bar right after the Site Action row.



14. Next, approvers need to login to approve this change. Follow steps in **SharePoint 2010 Navigation - Approvers Approval Function**

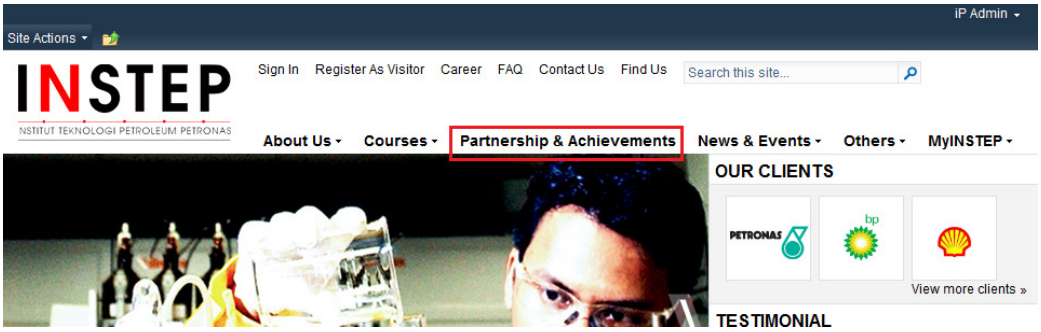
15. After all is set, test the link from the home page for the correct target file download when the link clicked.

Partnership & Achievements

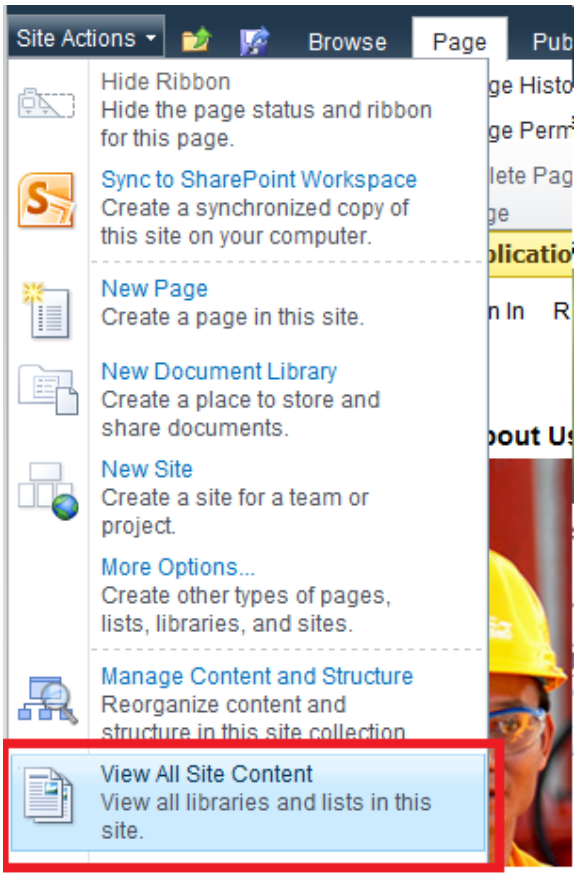
Adding new Partnership & Achievements Data

This module is for administrators to manage data on Partnership & Achievements page.

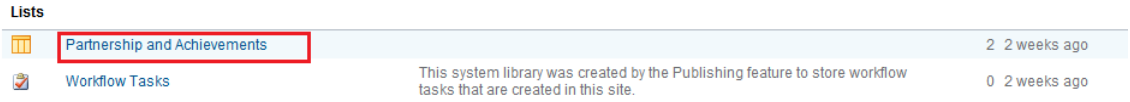
1. After successfully login to http://pww.instep.my, navigate to Partnership & Achievements page from the link at the home page.



2. At the Partnership & Achievements page, click on Site Actions and then View All Site Contents link.


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

3. Under Lists section. Click on the Partnership and Achievements list link.

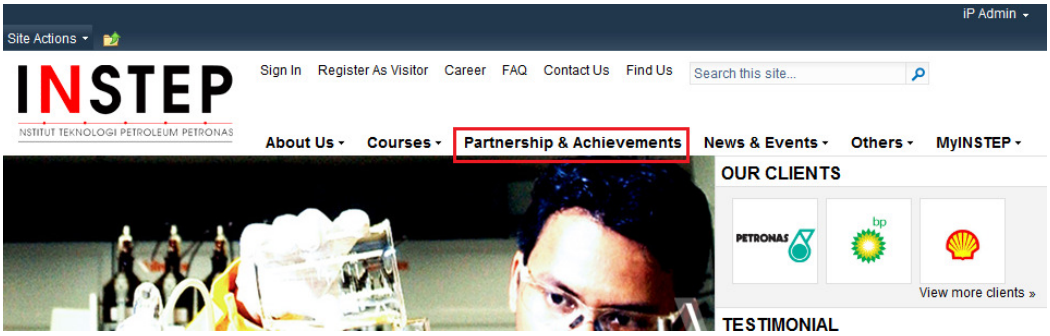

Lists
Partnership and Achievements
2 2 weeks ago
Workflow Tasks
This system library was created by the Publishing feature to store workflow tasks that are created in this site.
0 2 weeks ago

4. Next, follow the instruction on **SharePoint 2010 Navigation – Adding New Item to SharePoint List** to add new Partnership & Achievements.

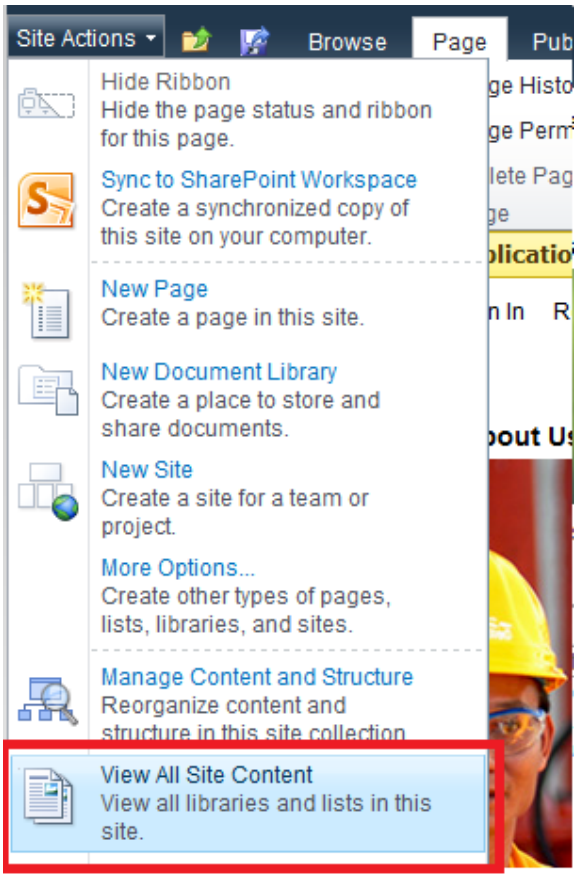
Updating Existing Partnership & Achievements Data

This module is for administrators to manage data on Partnership & Achievements page.

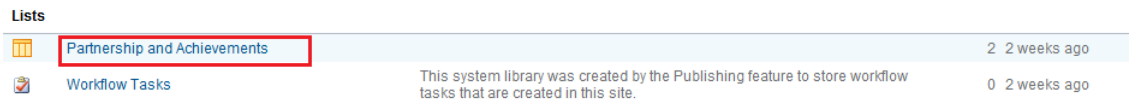
1. After successfully login to http://pww.instep.my, navigate to Partnership & Achievements page from the link at the home page.



2. At the Partnership & Achievements page, click on Site Actions and then View All Site Contents link.


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

3. Under Lists section. Click on the Partnership and Achievements list link.


Lists
Partnership and Achievements
2 2 weeks ago
Workflow Tasks
This system library was created by the Publishing feature to store workflow tasks that are created in this site.
0 2 weeks ago

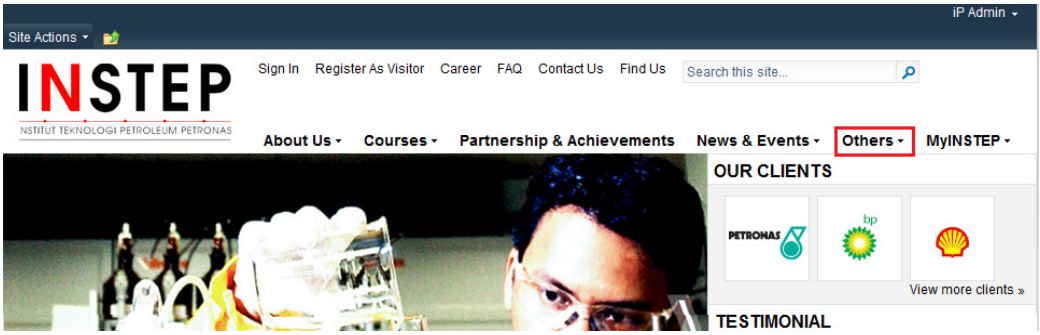
4. Next, follow the instruction on **SharePoint 2010 Navigation – Updating Existing Item in SharePoint List** to update existing Partnership & Achievements.

Others

Others Main Page

This module is used to manage information populated in Others main page.

1. From home page, navigate to Others page by clicking on the link.

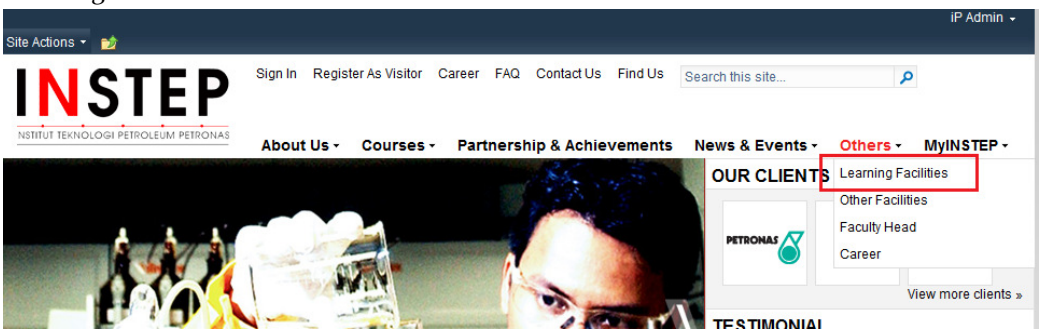


2. On the Others page, click on site action and the follow step in **SharePoint 2010 Navigation – Editing Content Pages** to update the information.

Learning Facilities

This module is to update the information of Learning Facilities within the Others section.

1. From homepage, hover on the Others link and after the sub-menu appear, click on Learning Facilities link in the menu.

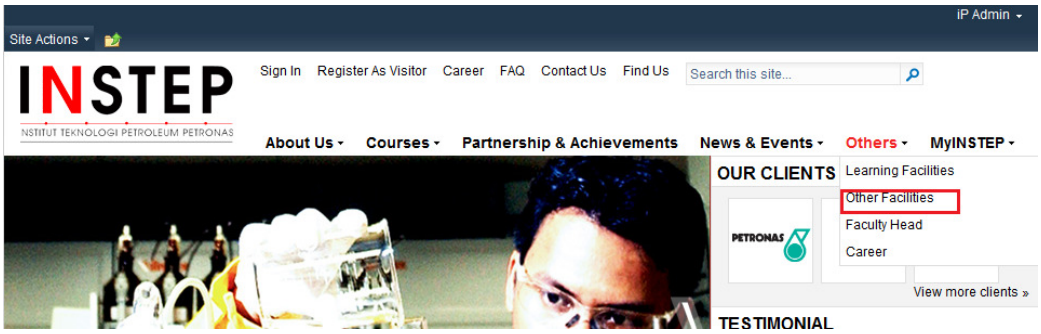


2. On the Learning Facilities page, click on site action and then follow step in **SharePoint 2010 Navigation – Editing Content Pages** to update the information

Other Facilities

This module is to update the information of Other Facilities within the Others section.

1. From homepage, hover on the Others link and after the sub-menu appear, click on Other Facilities link in the menu.



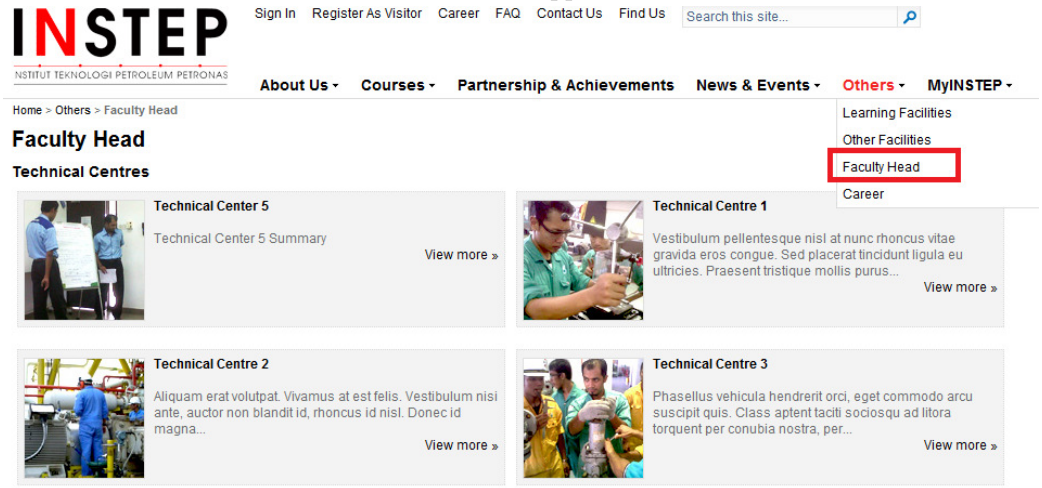
2. On the Other Facilities page, click on site action and then follow step in **SharePoint 2010 Navigation – Editing Content Pages** to update the information

Technical Centers

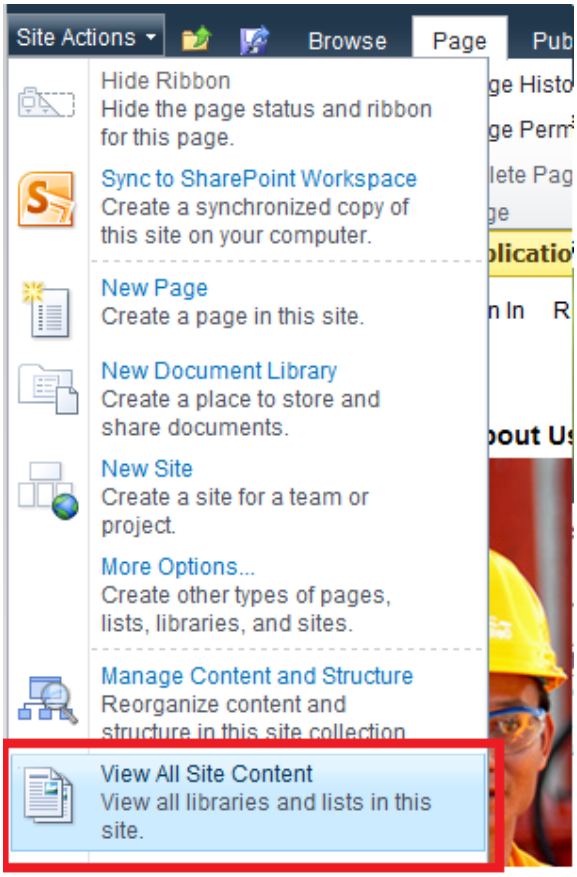
Adding New Technical Centers

This module is for administrators to update information on Technical Centers.

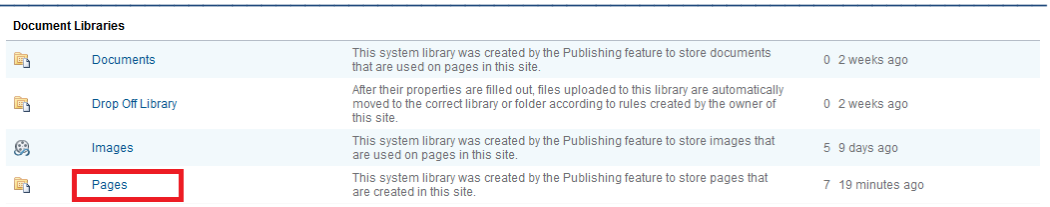
1. Hover on Others link and when the sub-menu appear, click in Technical Centers link.


INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
Learning Facilities
Other Facilities
Faculty Head
Career
Home > Others > Faculty Head
Faculty Head
Technical Centres
Technical Center 5
Technical Center 5 Summary
View more »
Technical Centre 1
Vestibulum pellentesque nisl at nunc rhoncus vitae gravida eros congue. Sed placerat tincidunt ligula eu ultricies. Praesent tristique mollis purus...
View more »
Technical Centre 2
Aliquam erat volutpat. Vivamus at est felis. Vestibulum nisi ante, auctor non blandit id, rhoncus id nisl. Donec id magna...
View more »
Technical Centre 3
Phasellus vehicula hendrerit orci, eget commodo arcu suscipit quis. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per...
View more »

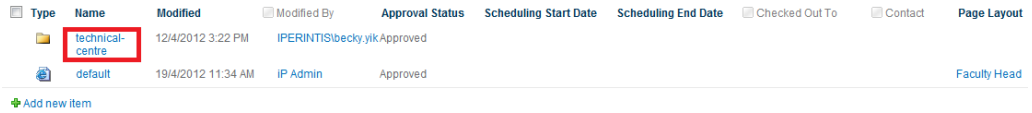
2. Next, click on Site Actions and then click on View All Site Contents.


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection
View All Site Content
View all libraries and lists in this site.

3. At the All site contents page, under Document Libraries, click on Pages.


Document Libraries
Documents
This system library was created by the Publishing feature to store documents that are used on pages in this site.
0 2 weeks ago
Drop Off Library
After their properties are filled out, files uploaded to this library are automatically moved to the correct library or folder according to rules created by the owner of this site.
0 2 weeks ago
Images
This system library was created by the Publishing feature to store images that are used on pages in this site.
5 9 days ago
Pages
This system library was created by the Publishing feature to store pages that are created in this site.
7 19 minutes ago

4. In the Pages page, click on technical-center folder.

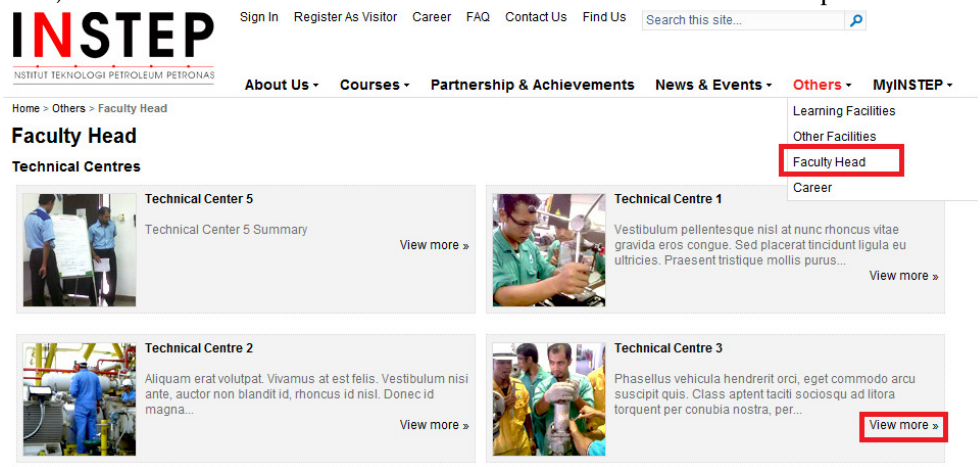


5. After contents in the folder loaded, click on Site Actions and the click on New Page. Follow the instruction as described in Adding New Page in Pages . Be sure to select **Technical Center** as the **Page Layout**.

Updating Existing Faculty

This module is for administrators to update the existing content of faculty information in the Technical Centers sections.

1. Hover on Others link and when the sub-menu appear, click in Technical Centers link. And then, click on the "View more >>" link at the information user wish to update.


INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In Register As Visitor Career FAQ Contact Us Find Us
Search this site...
About Us Courses Partnership & Achievements News & Events Others MyINSTEP
Learning Facilities
Other Facilities
Faculty Head
Career
Home > Others > Faculty Head
Faculty Head
Technical Centres
Technical Center 5
Technical Center 5 Summary
View more »
Technical Centre 1
Vestibulum pellentesque nisl at nunc rhoncus vitae gravida eros congue. Sed placerat tincidunt ligula eu ultricies. Praesent tristique mollis purus...
View more »
Technical Centre 2
Aliquam erat volutpat. Vivamus at est felis. Vestibulum nisi ante, auctor non blandit id, rhoncus id nisl. Donec id magna...
View more »
Technical Centre 3
Phasellus vehicula hendrerit orci, eget commodo arcu suscipit quis. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per...
View more »

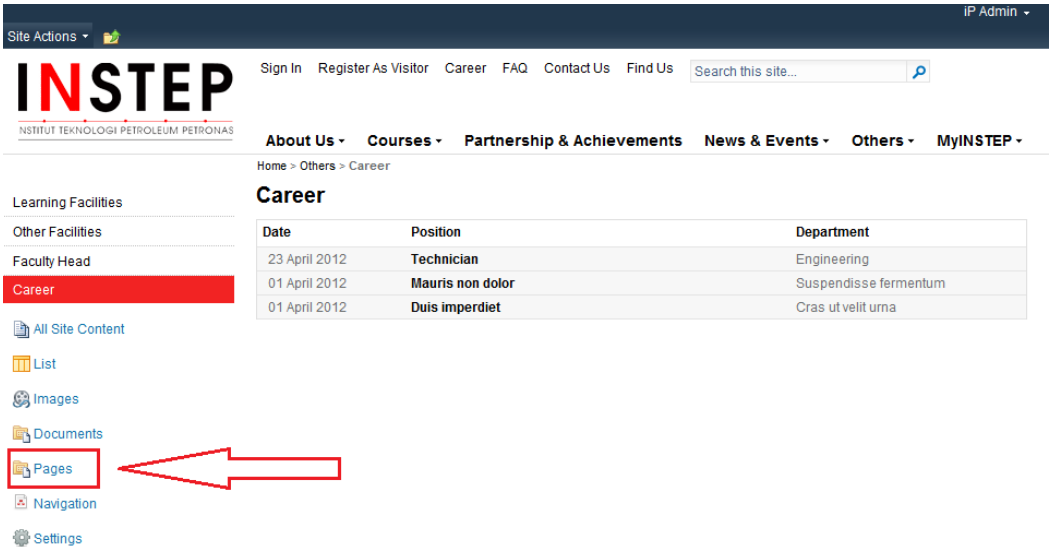
2. At the content page, follow the steps described in Editing Content Pages.

Career

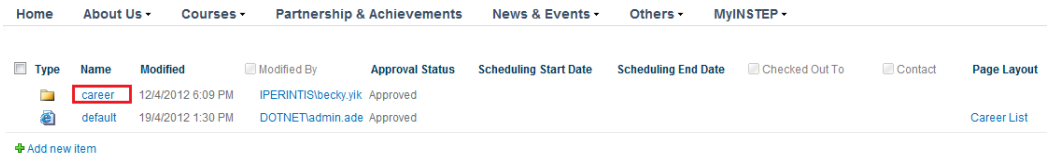
This module is for administrators to manage information about career opportunity offered by INSTEP.

1. Hover on the Others link from any page. A sub-menu will appear. Click on the Career link from the sub-menu. Career page will appear.

2. At the Career page, click on the Pages link on the left-hand side of the page.



3. After Pages list page appear, click on the career folder located there.



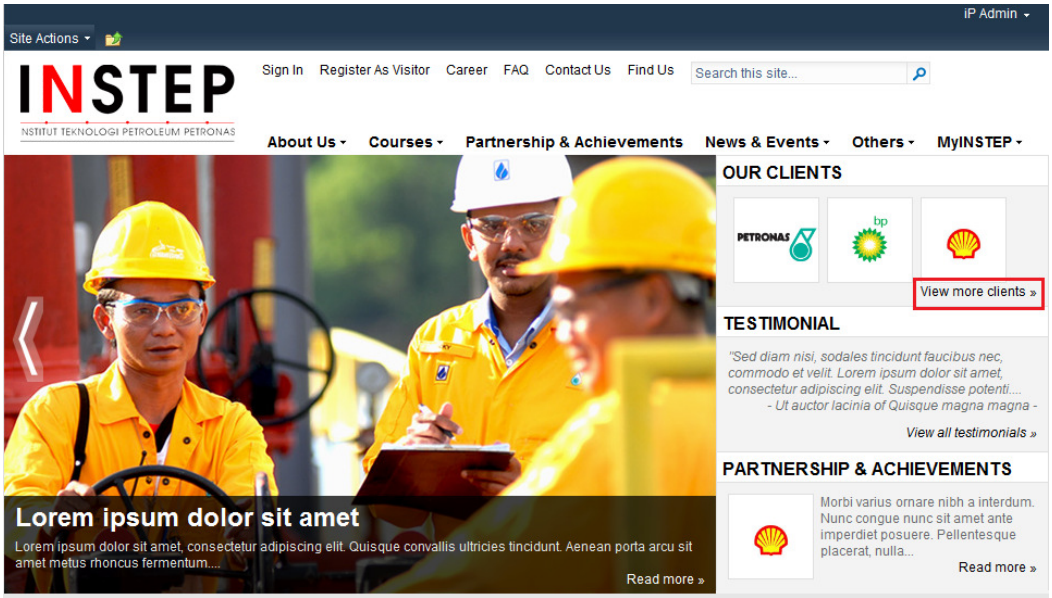
4. Inside the career folder, create a new document using steps described in **SharePoint 2010 – Adding New Page in Pages**. Select **Career** as **page layout** during the creation.
5. To edit existing career page, follow the instructions described in **SharePoint 2010 – Editing Content Pages.**

Our Clients

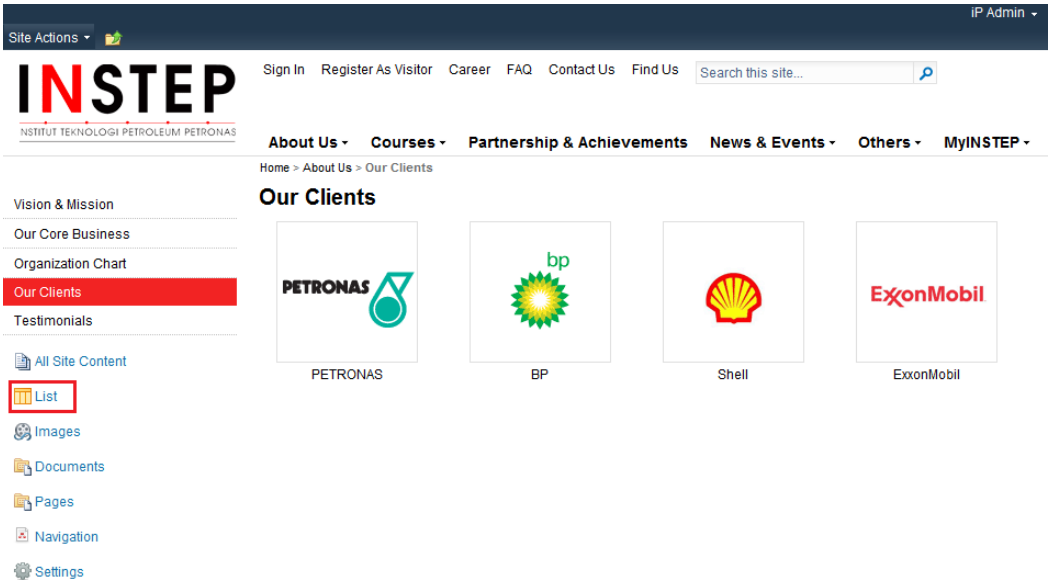
Adding New Client

This module is for administrator to add new client information to the website.

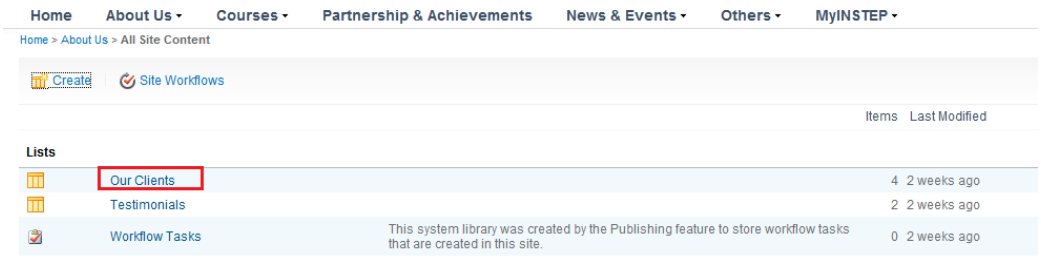
1. From the Home page, click on the “View more clients>>” link under OUR CLIENTS section located at the right-hand side of the page.


iP Admin
Site Actions
INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
OUR CLIENTS
PETRONAS
bp
View more clients »
TESTIMONIAL
"Sed diam nisi, sodales tincidunt faucibus nec, commodo et velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse potenti....
- Ut auctor lacinia of Quisque magna magna -
View all testimonials »
PARTNERSHIP & ACHIEVEMENTS
Morbi varius ornare nibh a interdum. Nunc congue nunc sit amet ante imperdiet posuere. Pellentesque placerat, nulla...
Read more »
Lorem ipsum dolor sit amet
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque convallis ultricies tincidunt. Aenean porta arcu sit amet metus rhoncus fermentum....
Read more »

2. At the Our Clients page, click on the List link located at the left-hand side of the page.



3. Next, on the List page, under Lists section, click on the Our Clients link.

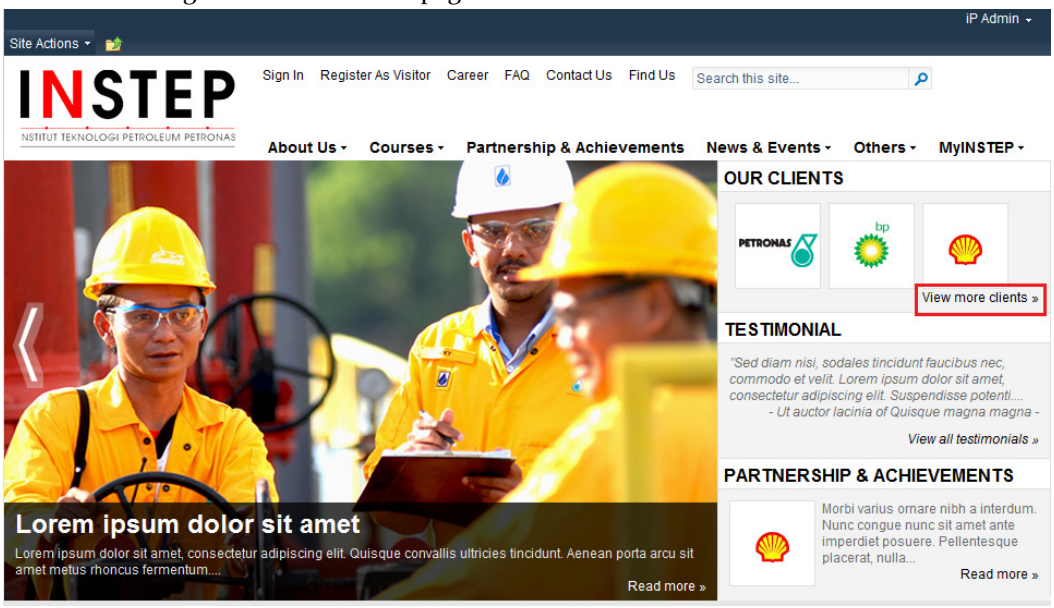


4. After the list is loaded, follow the instruction in Adding New Item to SharePoint List to add new client information to the website.

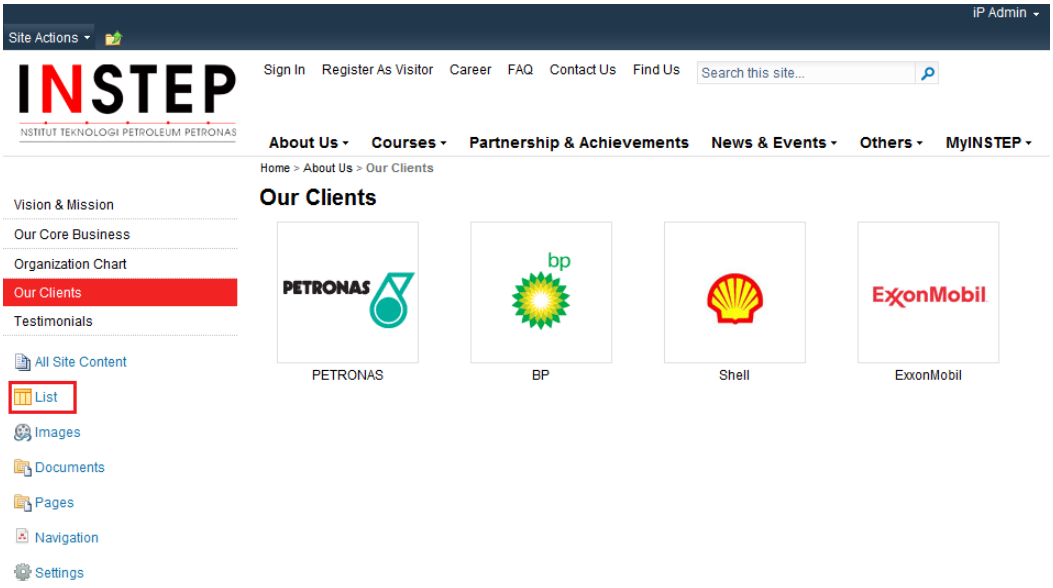
Updating Existing Client

This module is for administrator to update existing client information to the website.

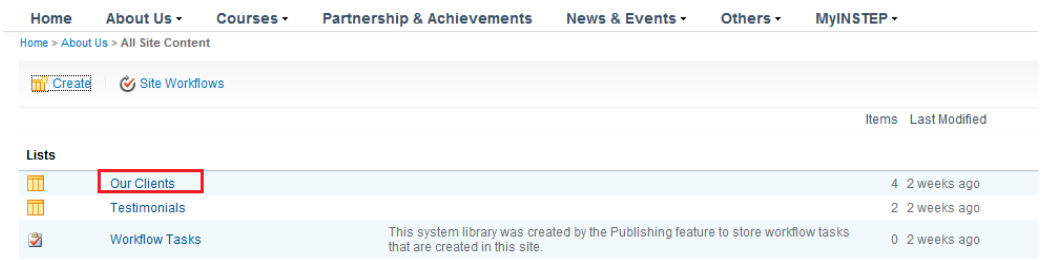
1. From the Home page, click on the "View more clients>>" link under OUR CLIENTS section located at the right-hand side of the page.


iP Admin
Site Actions
INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
OUR CLIENTS
View more clients »
TESTIMONIAL
"Sed diam nisi, sodales tincidunt faucibus nec, commodo et velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse potenti....
- Ut auctor lacinia of Quisque magna magna -
View all testimonials »
PARTNERSHIP & ACHIEVEMENTS
Morbi varius ornare nibh a interdum. Nunc congue nunc sit amet ante imperdiet posuere. Pellentesque placerat, nulla...
Read more »
Lorem ipsum dolor sit amet
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque convallis ultricies tincidunt. Aenean porta arcu sit amet metus rhoncus fermentum....
Read more »

2. At the Our Clients page, click on the List link located at the left-hand side of the page.



3. Next, on the List page, under Lists section, click on the Our Clients link.



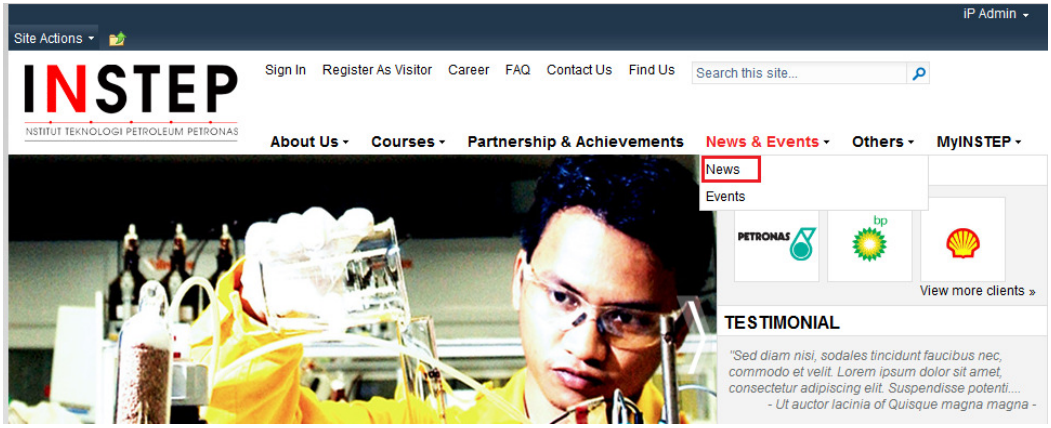
4. After the list is loaded, follow the instruction in Updating Existing Item in SharePoint List to update existing client information to the website.

News

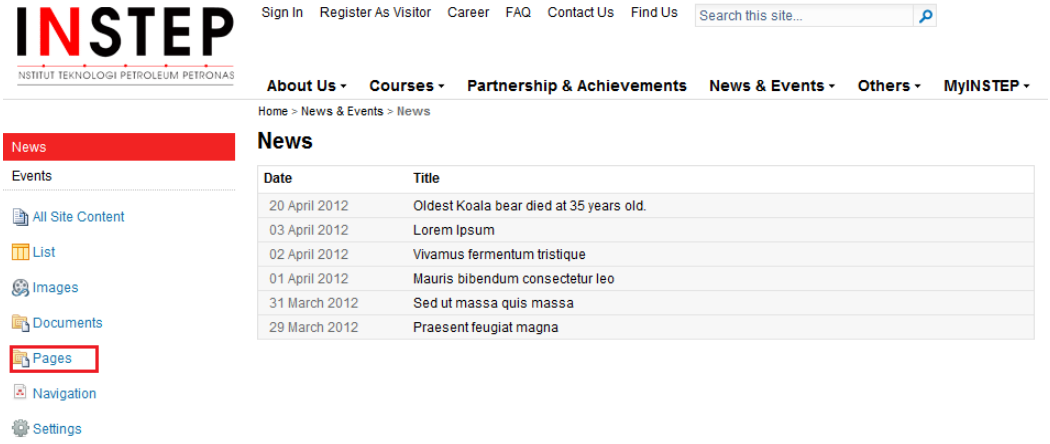
Adding News

This module is for administrators to add News to the website.

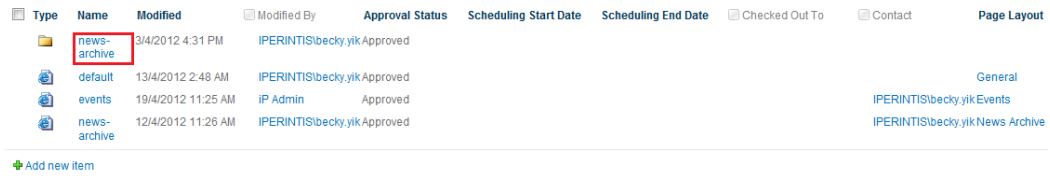
1. Hover at News & Events and then click on News link within the sub-menu.



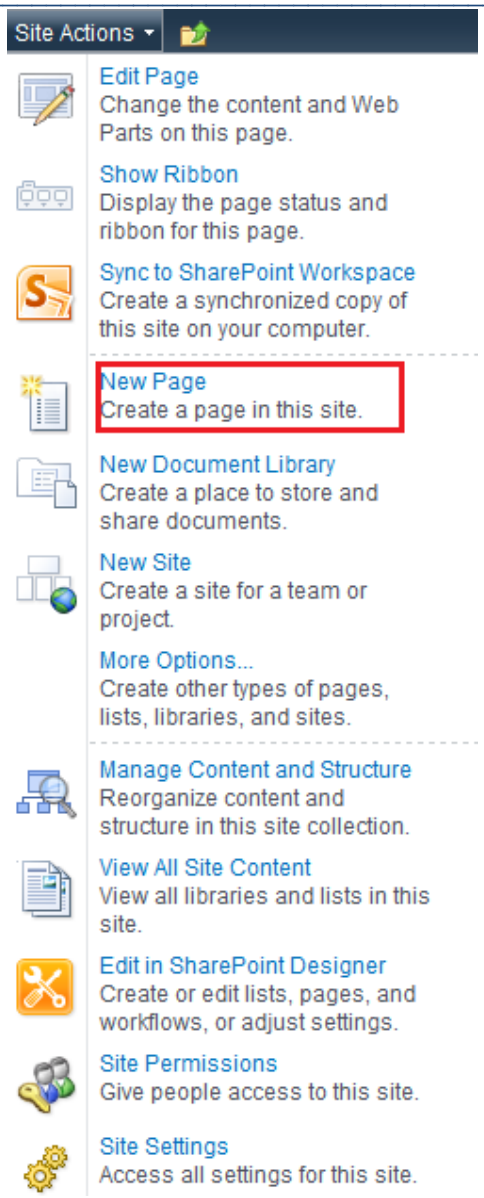
2. At the News page, click on the Pages link located at the left-hand side of the screen.



3. At the Pages page, click on the news-archive folder.



4. After item in the news-archive folder loaded. Click on the Site Actions and then click on the New Page link.

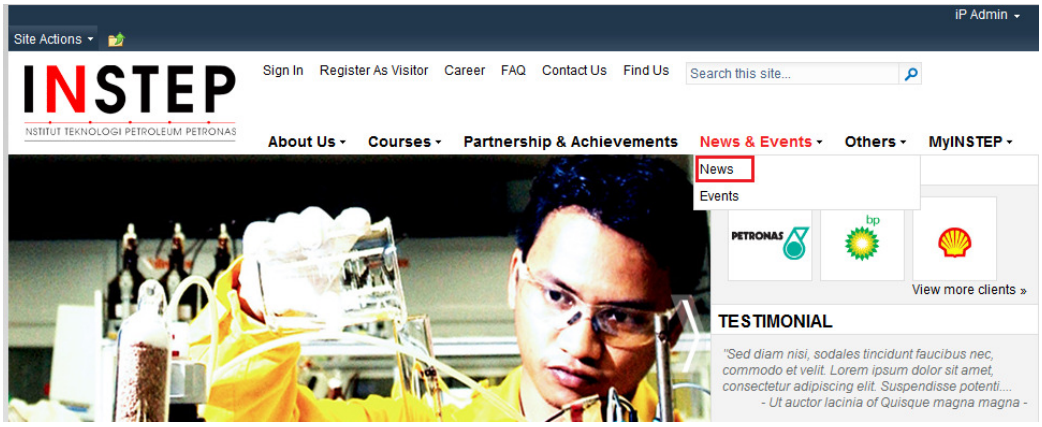

Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.

5. Next follow the steps described in Adding New Page in Pages. Please be sure to select **News Article** as **Page Layout** during the page creation.

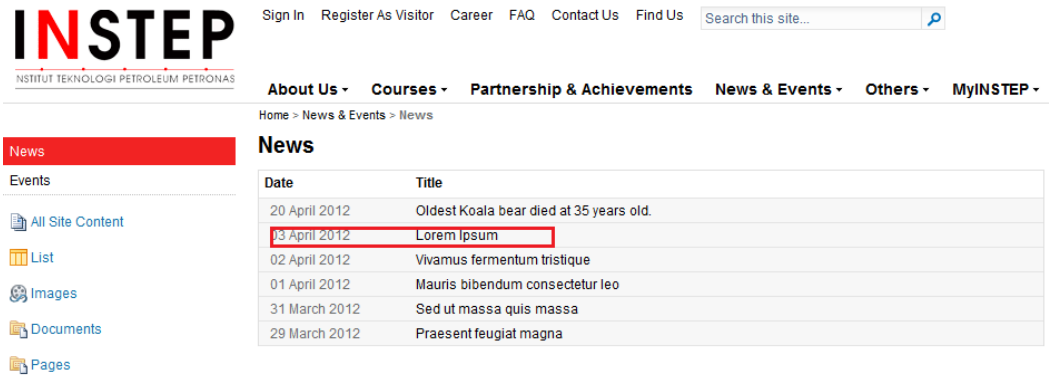
Updating Existing News

This module is for administrator to update the existing News.

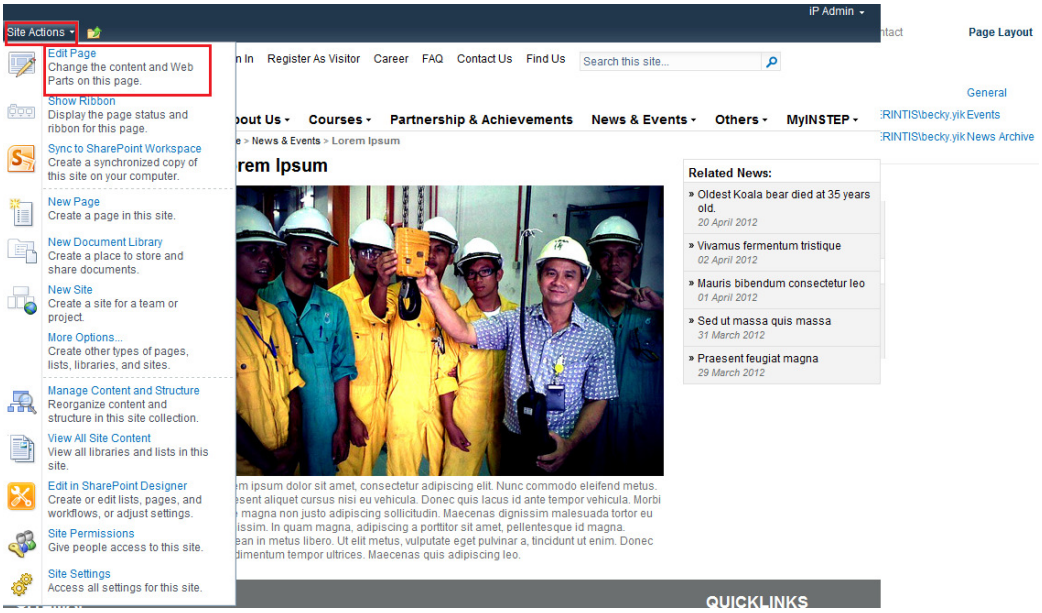
1. Hover at News & Events and then click on News link within the sub-menu.



2. At the News page, select the news user wish to update.



3. Then, follow the steps described in Editing Content Pages.

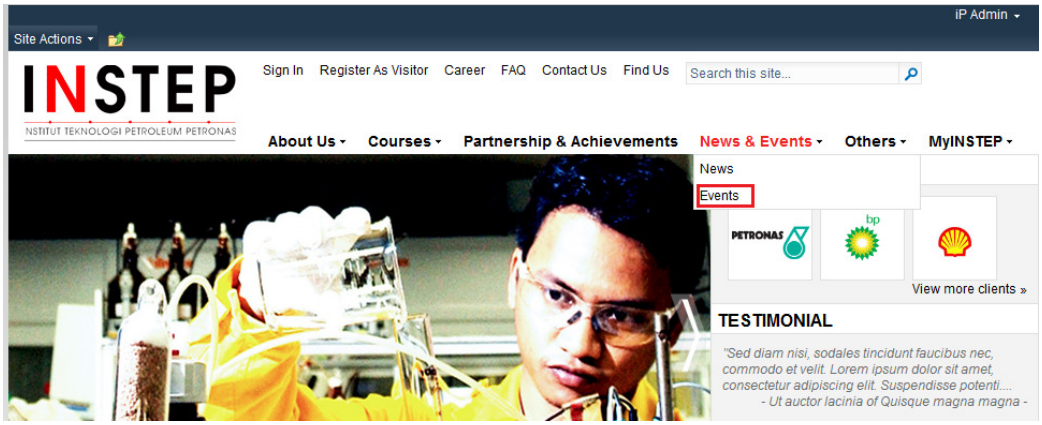

iP Admin
Site Actions
Page Layout
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
Partnership & Achievements
News & Events
Others
MyINSTEP
News & Events > Lorem Ipsum
rem Ipsum
Related News:
» Oldest Koala bear died at 35 years old.
20 April 2012
» Vivamus fermentum tristique
02 April 2012
» Mauris bibendum consectetur leo
01 April 2012
» Sed ut massa quis massa
31 March 2012
» Praesent feugiat magna
29 March 2012
QUICKLINKS

INSTEP Events

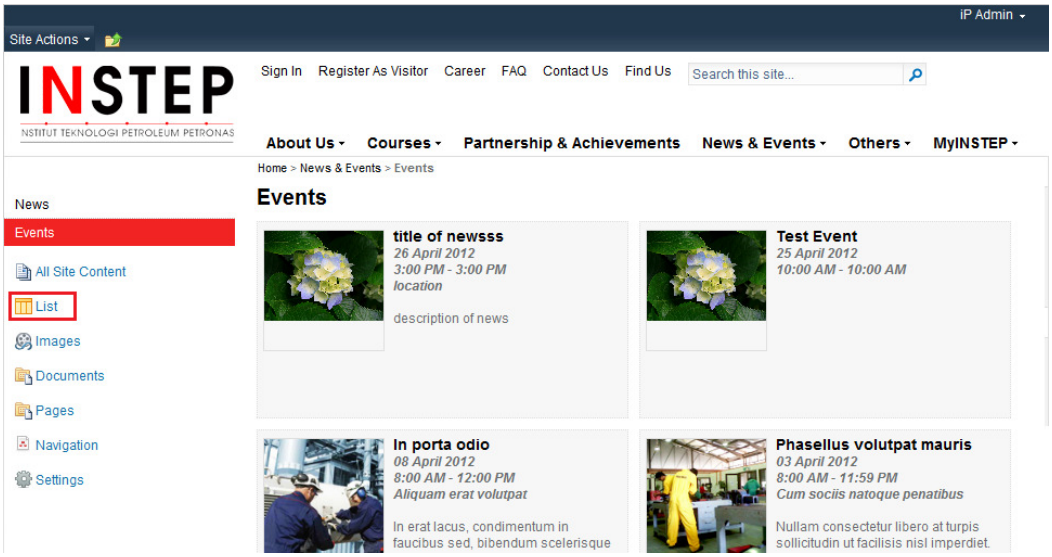
Adding New Events

This module is for administrator to add new INSTEP event to the website.

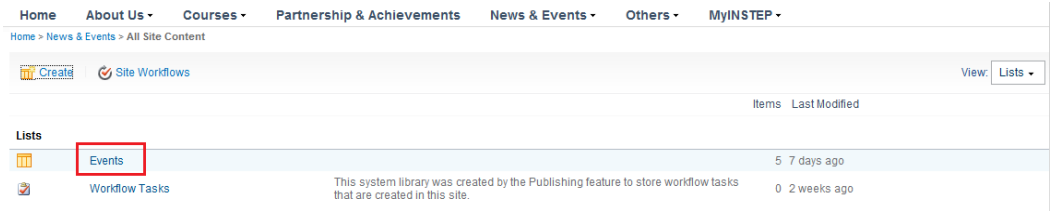
1. Hover on the News & Events link on the page and then click on the Events link on the sub-menu appeared.



2. On the Events page, click on the List link located on the left-hand side of the page.



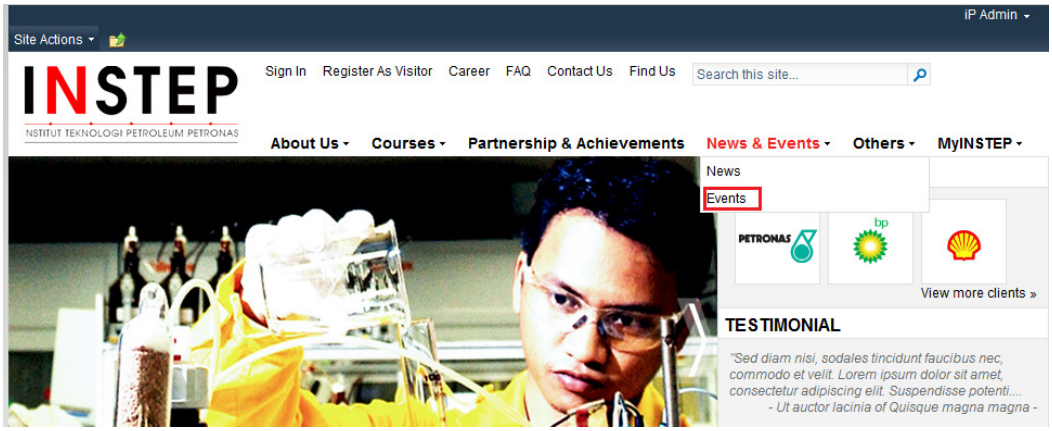
3. After Lists page loaded, click on the Events list link.



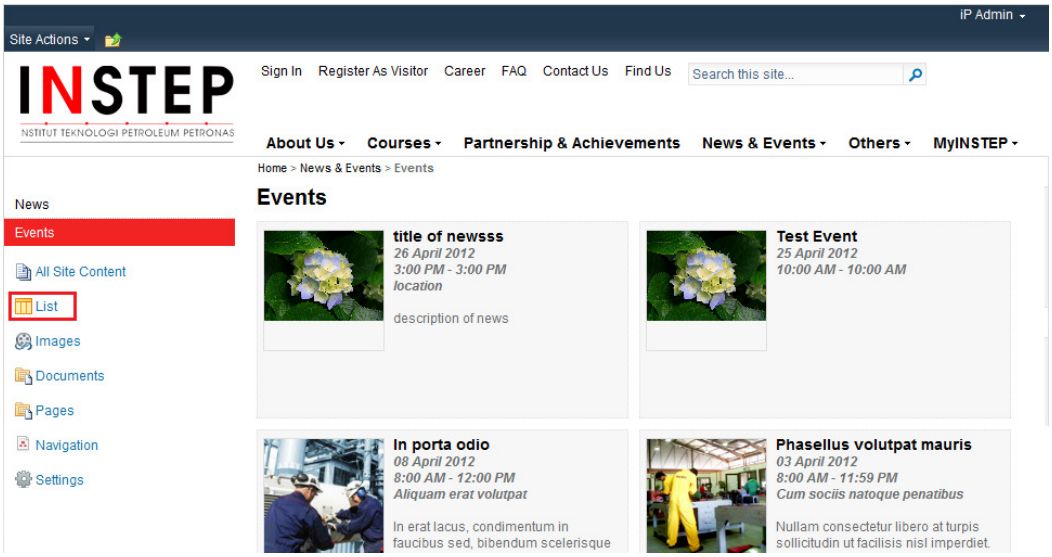
4. Next, follow the instruction as described in Adding New Item to SharePoint List to add new Event to the website.

Updating Existing Events

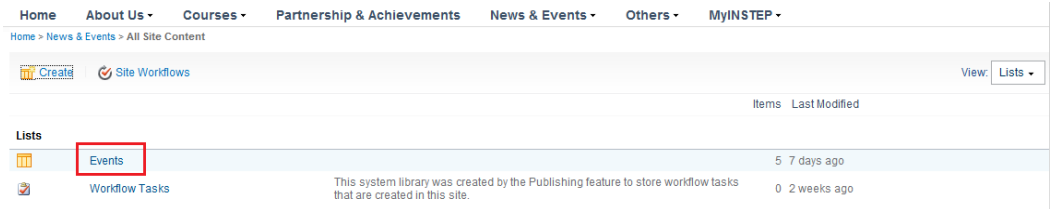
1. Hover on the News & Events link on the page and then click on the Events link on the sub-menu appeared.



2. On the Events page, click on the List link located on the left-hand side of the page.



3. After Lists page loaded, click on the Events list link.

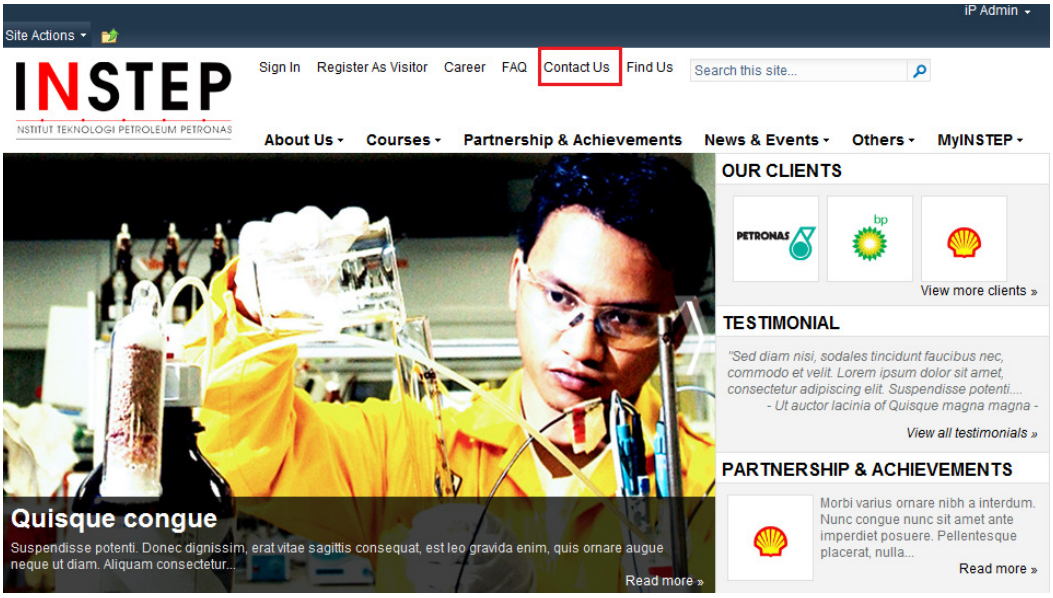


Next, follow the instruction as described in [Updating Existing Item in SharePoint List] to update existing Event to the website.

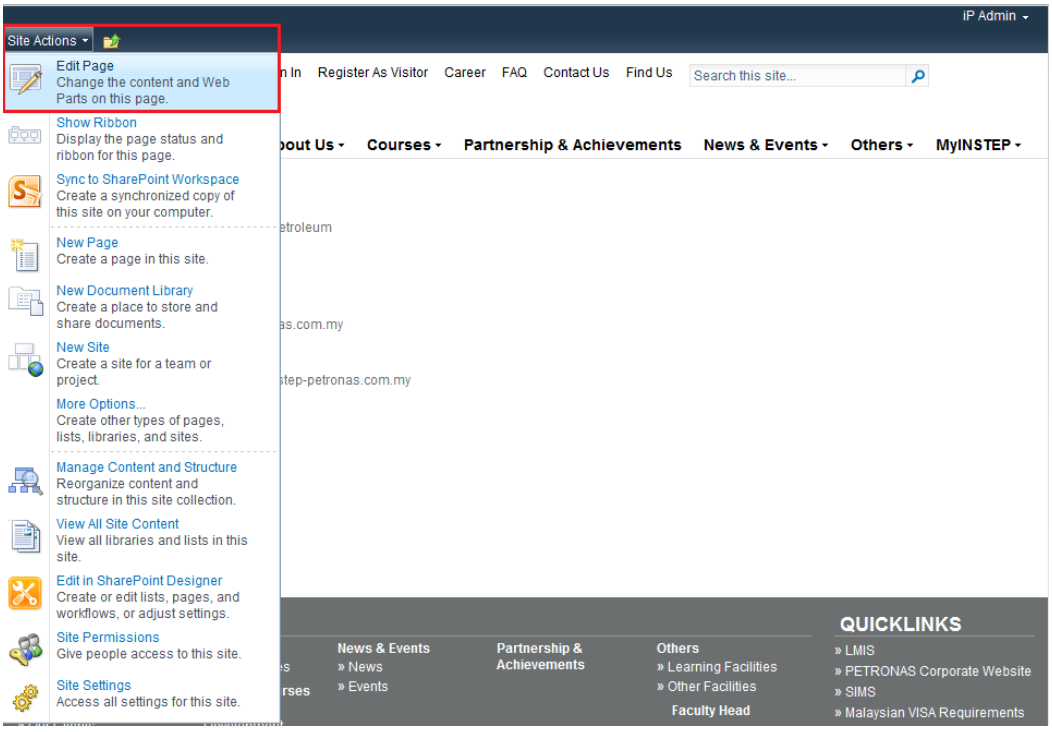
Contact Us

This module is for administrator to update on the contact us information for public viewing.

1. At the home page, click on the Contact Us link located at the top of the page.


iP Admin
Site Actions
INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
OUR CLIENTS
View more clients »
TESTIMONIAL
"Sed diam nisi, sodales tincidunt faucibus nec, commodo et velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse potenti.... - Ut auctor lacinia of Quisque magna magna -
View all testimonials »
PARTNERSHIP & ACHIEVEMENTS
Morbi varius ornare nibh a interdum. Nunc congue nunc sit amet ante imperdiet posuere. Pellentesque placerat, nulla...
Read more »
Quisque congue
Suspendisse potenti. Donec dignissim, erat vitae sagittis consequat, est leo gravida enim, quis ornare augue neque ut diam. Aliquam consectetur...
Read more »

2. At the Contact Us page, click on the Site Actions and the click on the edit page. Next, follow the instructions described in Editing Content Pages to update the contact us content.

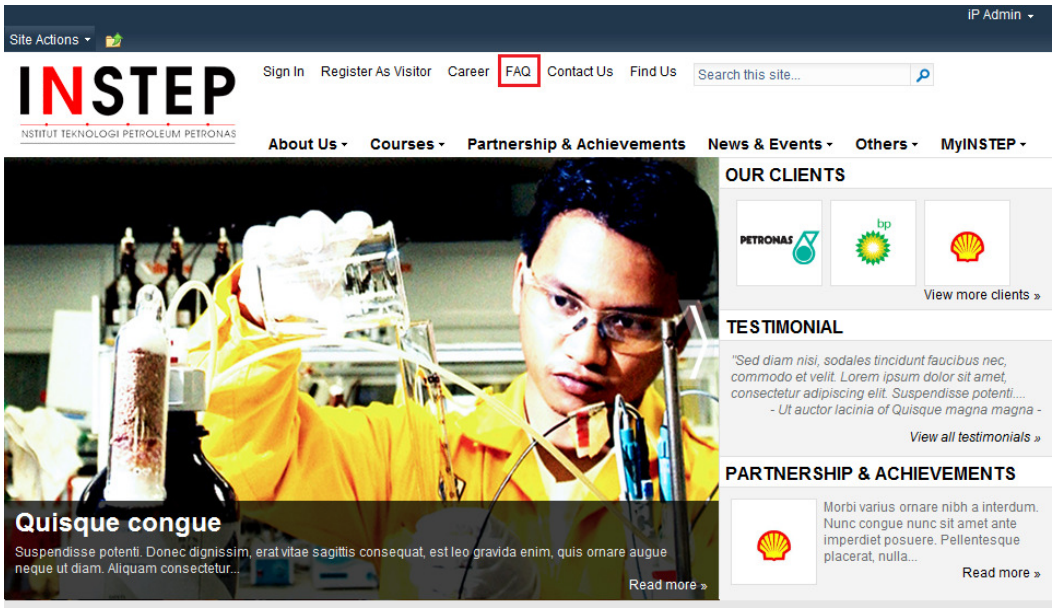


FAQ

Adding New FAQ

This module is for administrator to add new FAQ to the website.

1. At the Home page, click on the FAQ link located at the top of the page.


iP Admin
Site Actions
INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
Quisque congue
Suspendisse potenti. Donec dignissim, erat vitae sagittis consequat, est leo gravida enim, quis ornare augue neque ut diam. Aliquam consectetur...
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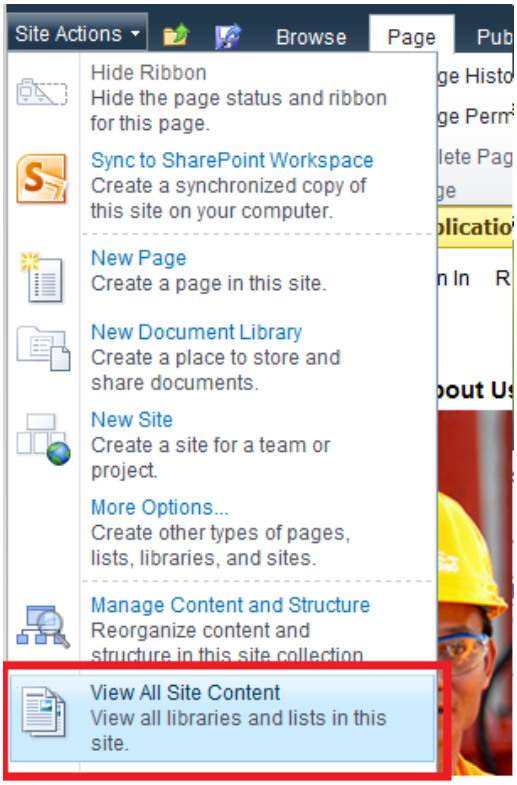
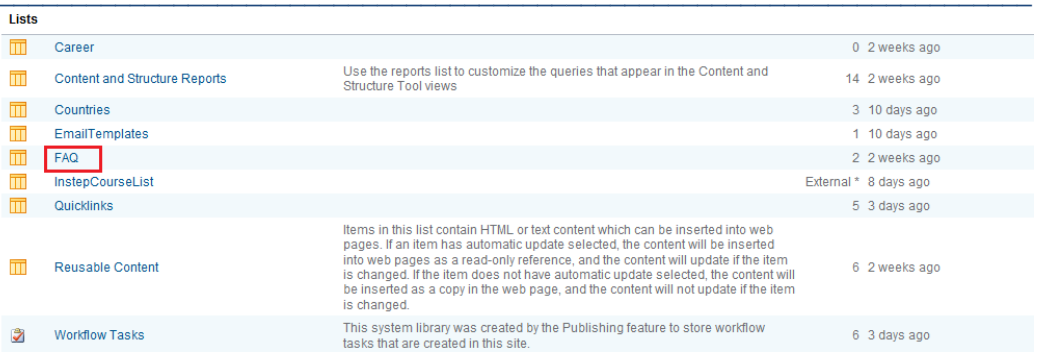
OUR CLIENTS
View more clients »
TESTIMONIAL
"Sed diam nisi, sodales tincidunt faucibus nec, commodo et velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse potenti....
- Ut auctor lacinia of Quisque magna magna -
View all testimonials »
PARTNERSHIP & ACHIEVEMENTS
Morbi varius ornare nibh a interdum. Nunc congue nunc sit amet ante imperdiet posuere. Pellentesque placerat, nulla...
Read more »

2. On the FAQ page, click on the Site Actions and then click on the View All Site Contents link.


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

3. At the All Site Contents page, locate FAQ list inder Lists area.

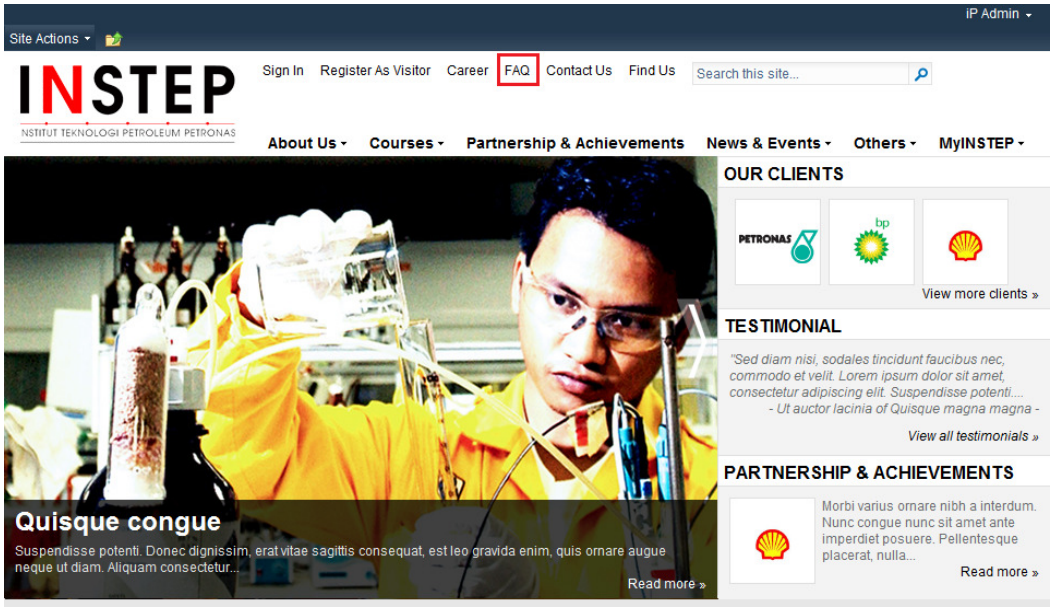

Lists
Career 0 2 weeks ago
Content and Structure Reports Use the reports list to customize the queries that appear in the Content and Structure Tool views 14 2 weeks ago
Countries 3 10 days ago
EmailTemplates 1 10 days ago
FAQ 2 2 weeks ago
InstepCourseList External * 8 days ago
Quicklinks 5 3 days ago
Reusable Content Items in this list contain HTML or text content which can be inserted into web pages. If an item has automatic update selected, the content will be inserted into web pages as a read-only reference, and the content will update if the item is changed. If the item does not have automatic update selected, the content will be inserted as a copy in the web page, and the content will not update if the item is changed. 6 2 weeks ago
Workflow Tasks This system library was created by the Publishing feature to store workflow tasks that are created in this site. 6 3 days ago

4. After the FAQ list loaded, follow the instruction described in Adding New Item to SharePoint List to add new FAQ to the website.

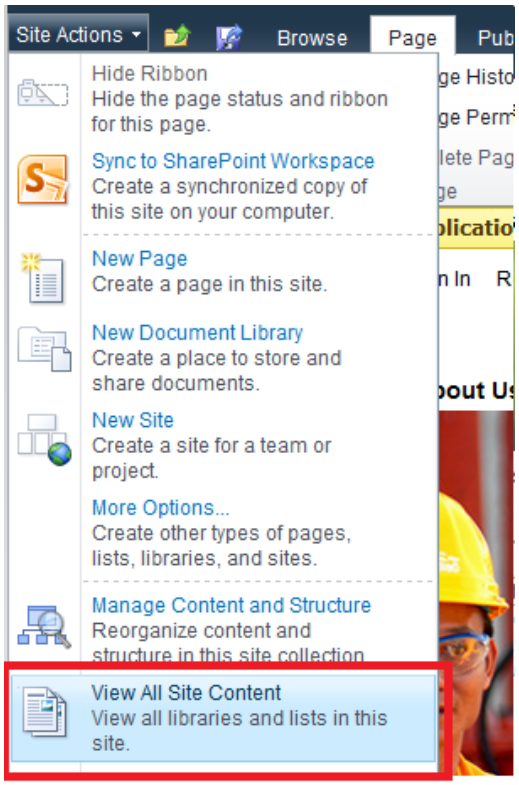
Updating Existing FAQ

This module is for administrator to update existing FAQ to the website.

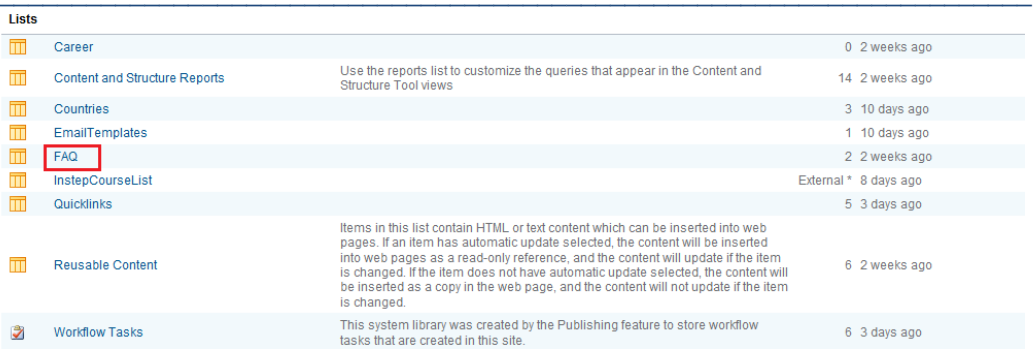
1. At the Home page, click on the FAQ link located at the top of the page.


iP Admin
Site Actions
INSTEP
NSTITUT TEKNOLOGI PETROLEUM PETRONAS
Sign In
Register As Visitor
Career
FAQ
Contact Us
Find Us
Search this site...
About Us
Courses
Partnership & Achievements
News & Events
Others
MyINSTEP
Quisque congue
Suspendisse potenti. Donec dignissim, erat vitae sagittis consequat, est leo gravida enim, quis ornare augue neque ut diam. Aliquam consectetur...
Read more »
OUR CLIENTS
View more clients »
TESTIMONIAL
"Sed diam nisi, sodales tincidunt faucibus nec, commodo et velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse potenti....
- Ut auctor lacinia of Quisque magna magna -
View all testimonials »
PARTNERSHIP & ACHIEVEMENTS
Morbi varius ornare nibh a interdum. Nunc congue nunc sit amet ante imperdiet posuere. Pellentesque placerat, nulla...
Read more »

2. On the FAQ page, click on the Site Actions and then click on the View All Site Contents link.


Site Actions
Browse
Page
Hide Ribbon
Hide the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

3. At the All Site Contents page, locate FAQ list inder Lists area.


Lists
Career 0 2 weeks ago
Content and Structure Reports Use the reports list to customize the queries that appear in the Content and Structure Tool views 14 2 weeks ago
Countries 3 10 days ago
EmailTemplates 1 10 days ago
FAQ 2 2 weeks ago
InstepCourseList External * 8 days ago
Quicklinks 5 3 days ago
Reusable Content Items in this list contain HTML or text content which can be inserted into web pages. If an item has automatic update selected, the content will be inserted into web pages as a read-only reference, and the content will update if the item is changed. If the item does not have automatic update selected, the content will be inserted as a copy in the web page, and the content will not update if the item is changed. 6 2 weeks ago
Workflow Tasks This system library was created by the Publishing feature to store workflow tasks that are created in this site. 6 3 days ago

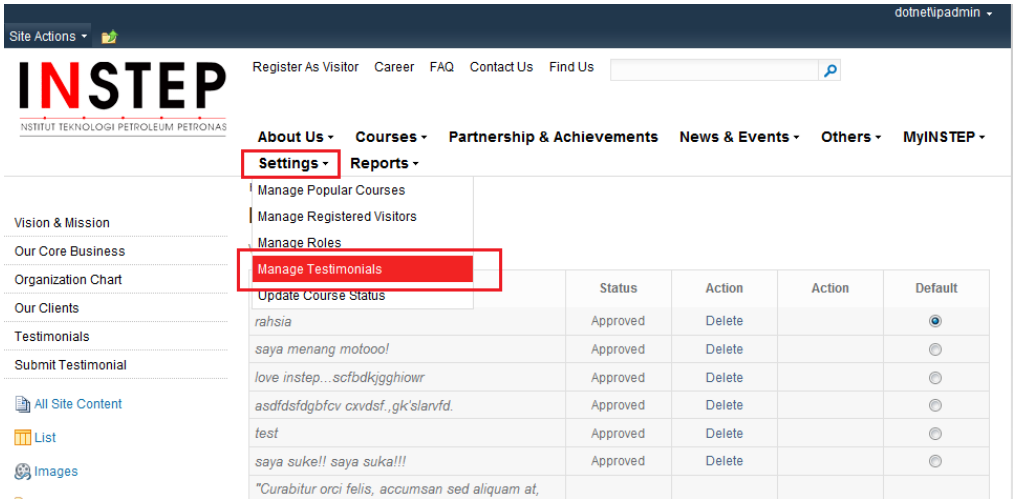
4. After the FAQ list loaded, follow the instruction described in Updating Existing Item in SharePoint List to add new FAQ to the website.

Testimonials

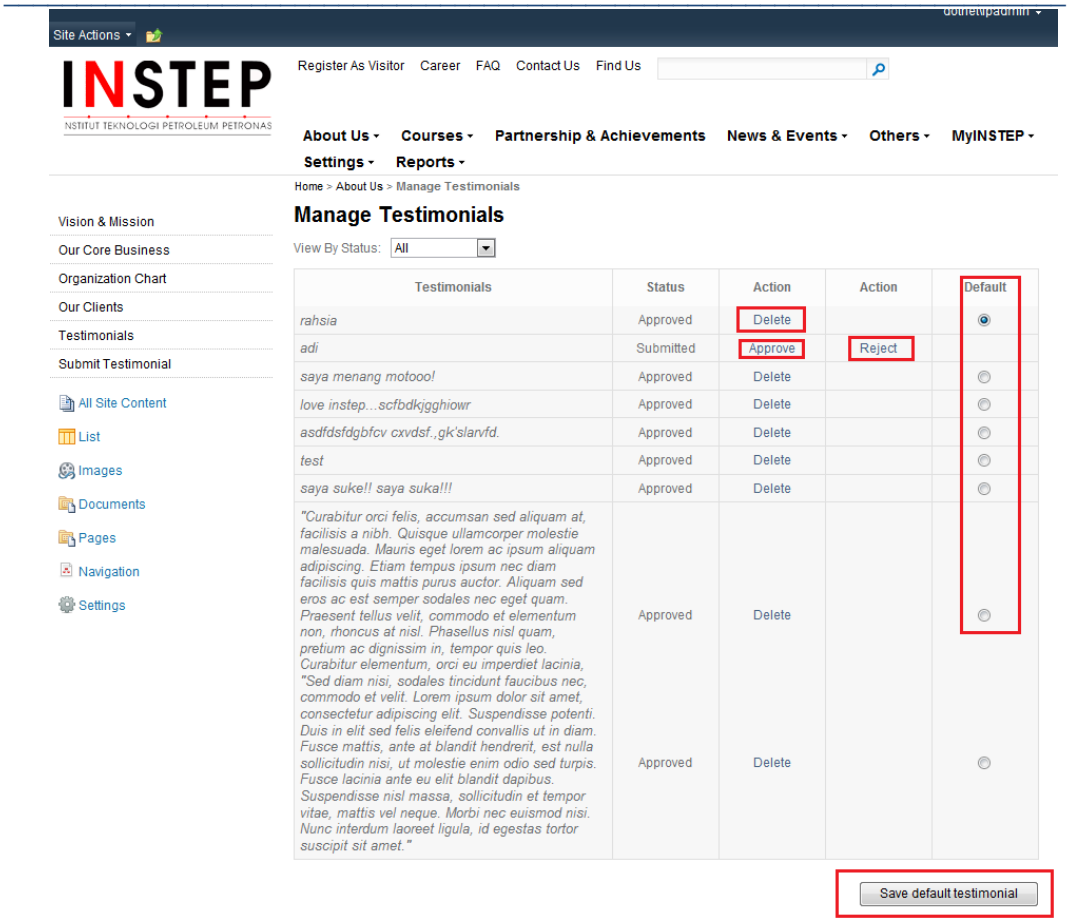
Manage Testimonials

This module is for administrator to manage testimonials submitted to the website.

1. At the home page, hover on Settings link and click on Manage Testimonials link.



2. On the Manage Testimonials page, observe the testimonials list. In Status column is the status of the testimonial.
3. On Action column, click Delete to delete approved testimonial. Click Approve or Reject to approve or reject newly submitted testimonial.



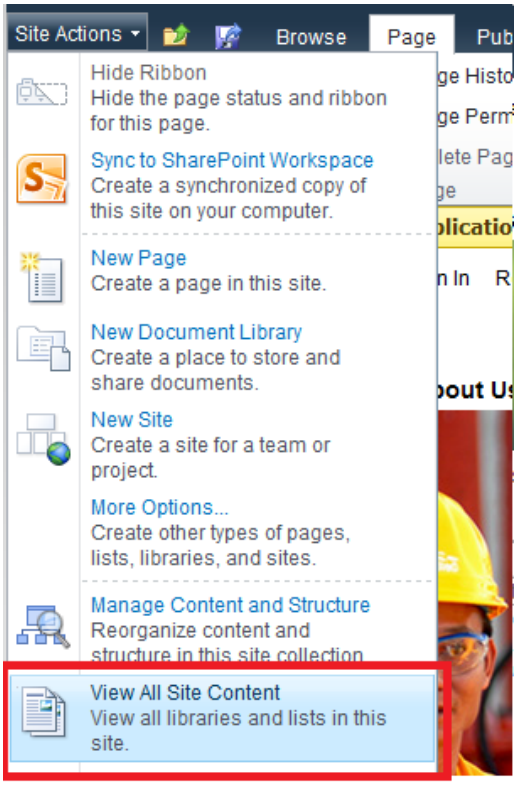
4. On the very right, column named Default, select the testimonial to be appear as default which will be displayed at the home page of the website. Hit Save default testimonial button to commit the changes.

Quick Links

Adding New Quick Links

This module is for administrators to register new quick links to the website.

1. At the Home page, click on the Site Actions. Then click on the View All Site Content link.


Site Actions
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Hide the page status and ribbon for this page.
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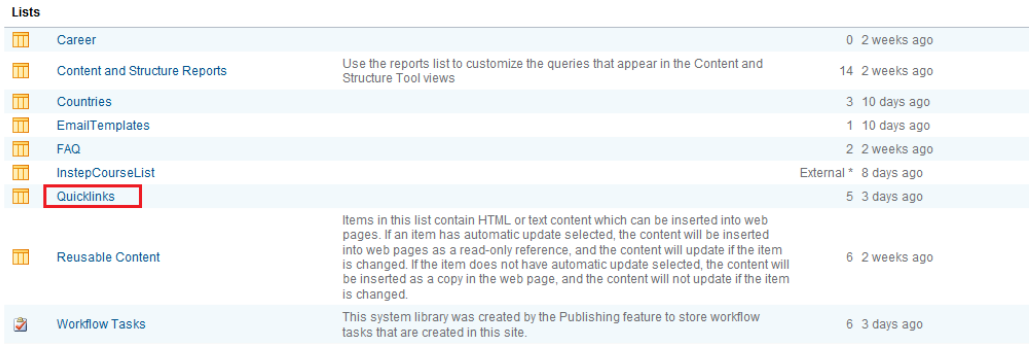
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

2. At the All Site Contents page, locate Quicklinks list inder Lists area.


Lists
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Content and Structure Reports Use the reports list to customize the queries that appear in the Content and Structure Tool views 14 2 weeks ago
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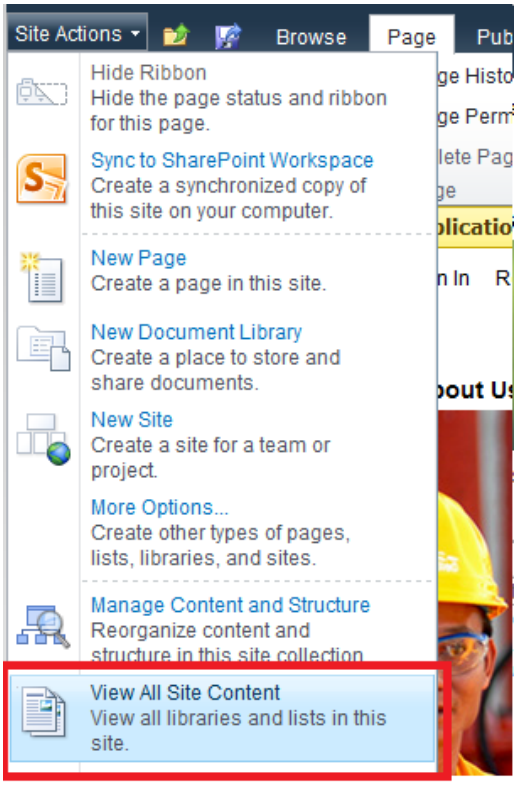
Workflow Tasks This system library was created by the Publishing feature to store workflow tasks that are created in this site. 6 3 days ago

3. After the Quicklinks list loaded, follow the instruction described in Adding New Item to SharePoint List to add new Quick Link to the website.

Updating Existing Quick Links

This module is for administrators to update existing quick links to the website.

1. At the Home page, click on the Site Actions. Then click on the View All Site Content link.


Site Actions
Browse
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Hide Ribbon
Hide the page status and ribbon for this page.
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Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
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Create other types of pages, lists, libraries, and sites.
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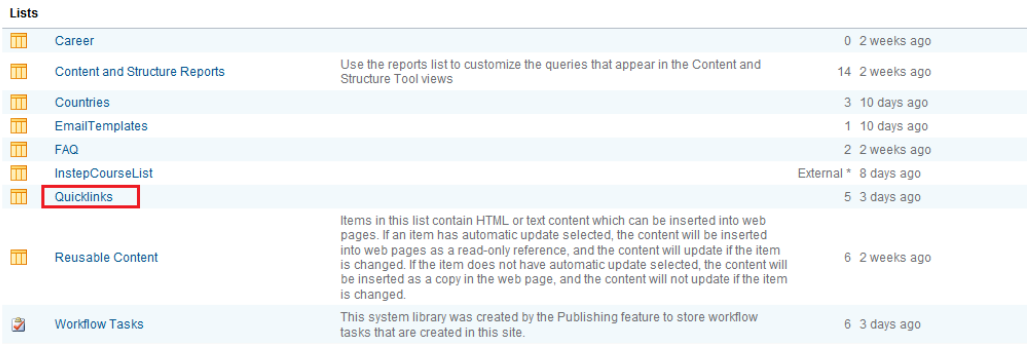
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.

2. At the All Site Contents page, locate Quicklinks list inder Lists area.

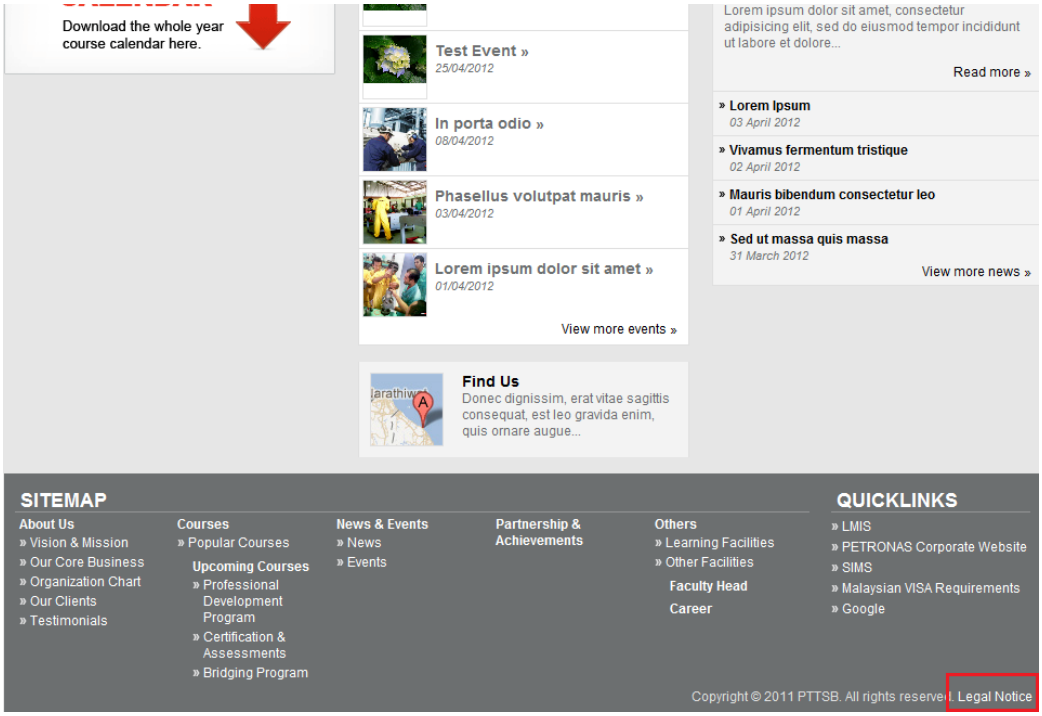

Lists
Career 0 2 weeks ago
Content and Structure Reports
Use the reports list to customize the queries that appear in the Content and Structure Tool views
14 2 weeks ago
Countries 3 10 days ago
EmailTemplates 1 10 days ago
FAQ 2 2 weeks ago
InstepCourseList External * 8 days ago
Quicklinks 5 3 days ago
Reusable Content
Items in this list contain HTML or text content which can be inserted into web pages. If an item has automatic update selected, the content will be inserted into web pages as a read-only reference, and the content will update if the item is changed. If the item does not have automatic update selected, the content will be inserted as a copy in the web page, and the content will not update if the item is changed.
6 2 weeks ago
Workflow Tasks
This system library was created by the Publishing feature to store workflow tasks that are created in this site.
6 3 days ago

3. After the Quicklinks list loaded, follow the instruction described in Updating Existing Item in SharePoint List to update existing Quick Link to the website.

Legal Notice

This module is for administrators to update the Legal Notice of the website.

1. At the Home page, click on the Legal Notice link located at the bottom right side of the page.

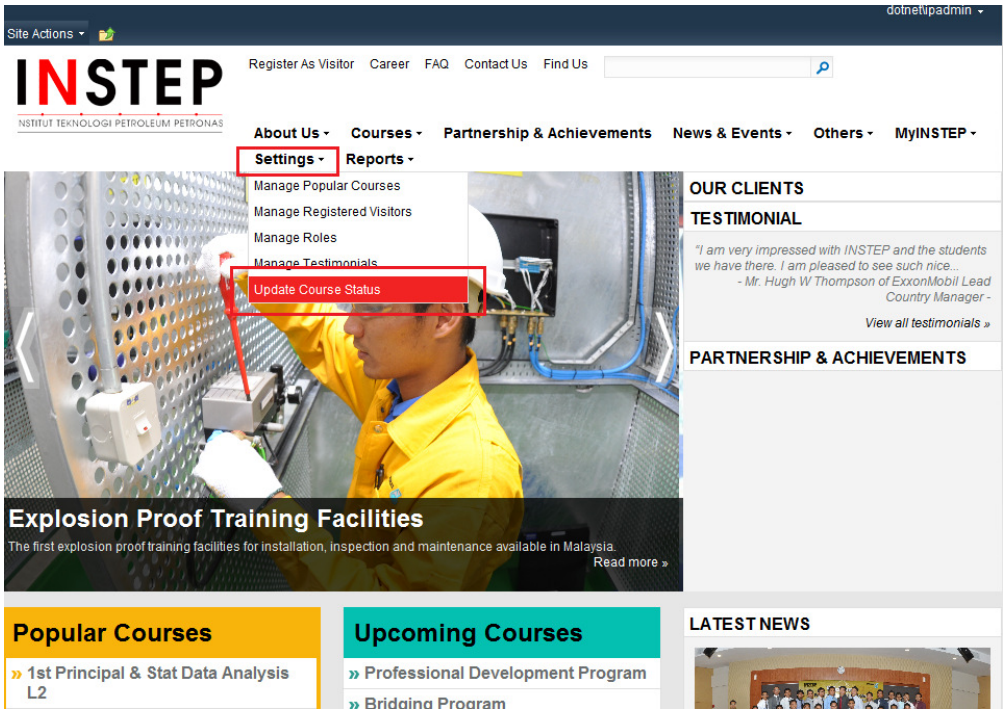


2. After the Legal Notice Page loaded, click on the Site Actions and the click on the Edit Page button. From there, follow the instruction described in Editing Content Pages to edit the content of Legal Notice page.

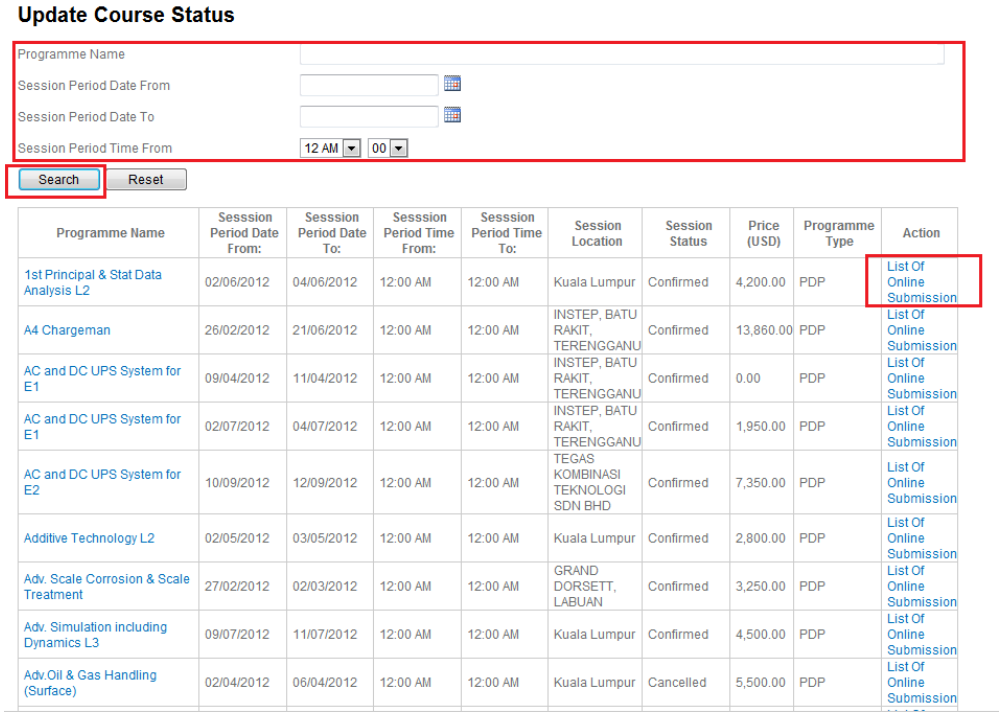
Update Course Status

This module is for administrators and LMIS Nomination Clerk to change the online course registration status of INSTEP website registered visitors.

1. Hover on the Setting Menu and then click on the Update Course Status link on the sub-menu.



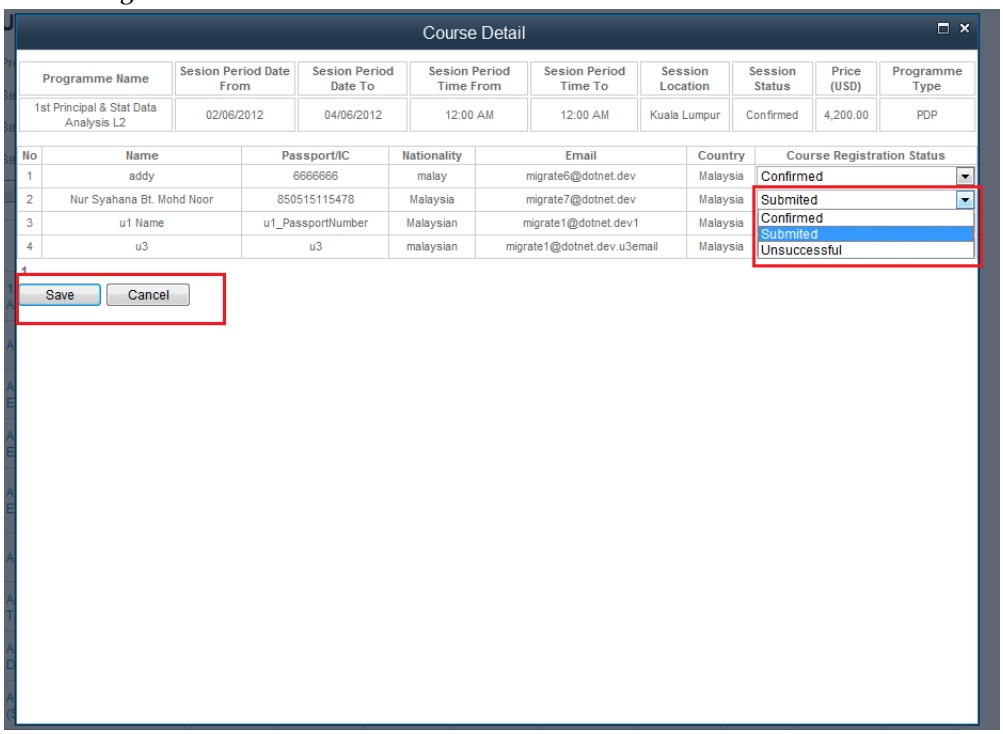
2. After the Update Course Status page loaded, administrator may search for courses.



Programme Name	Sesssion Period Date From:	Sesssion Period Date To:	Sesssion Period Time From:	Sesssion Period Time To:	Session Location	Session Status	Price (USD)	Programme Type	Action
1st Principal & Stat Data Analysis L2	02/06/2012	04/06/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	4,200.00	PDP	List Of Online Submission
A4 Chargeman	26/02/2012	21/06/2012	12:00 AM	12:00 AM	INSTEP, BATU RAKIT, TERENGGANU	Confirmed	13,860.00	PDP	List Of Online Submission
AC and DC UPS System for E1	09/04/2012	11/04/2012	12:00 AM	12:00 AM	INSTEP, BATU RAKIT, TERENGGANU	Confirmed	0.00	PDP	List Of Online Submission
AC and DC UPS System for E1	02/07/2012	04/07/2012	12:00 AM	12:00 AM	INSTEP, BATU RAKIT, TERENGGANU	Confirmed	1,950.00	PDP	List Of Online Submission
AC and DC UPS System for E2	10/09/2012	12/09/2012	12:00 AM	12:00 AM	TEGAS KOMBINASI TEKNOLOGI SDN BHD	Confirmed	7,350.00	PDP	List Of Online Submission
Additive Technology L2	02/05/2012	03/05/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	2,800.00	PDP	List Of Online Submission
Adv. Scale Corrosion & Scale Treatment	27/02/2012	02/03/2012	12:00 AM	12:00 AM	GRAND DORSETT, LABUAN	Confirmed	3,250.00	PDP	List Of Online Submission
Adv. Simulation including Dynamics L3	09/07/2012	11/07/2012	12:00 AM	12:00 AM	Kuala Lumpur	Confirmed	4,500.00	PDP	List Of Online Submission
Adv.Oil & Gas Handling (Surface)	02/04/2012	06/04/2012	12:00 AM	12:00 AM	Kuala Lumpur	Cancelled	5,500.00	PDP	List Of Online Submission

3. On the course list, click on List Of Online Submission link under Action column.
4. On Course Detail modal popup, observe the submission.

5. Change the status of the enrollment by selecting the status on the dropdown list under Course Registration Status column.



6. Click Save button to finalize the changes.